

Minutes - GSA Council
Wednesday April 22, 2009
4:45 pm, UMSU Council Chambers

Meeting called to order at 5:05 pm.

1. Change of Order
Due to continued printing of agendas, Aaron requested that Agenda item # 3 be moved ahead of Agenda item # 2.
Motion
BIRT the agenda order be changed.
Glenn/Fynn
CARRIED
2. Approval of Agenda
Motion
BIRT the agenda be approved as amended.
Hirani/Parada
CARRIED
3. Special Projects Grants Request Presentations were heard from:
Architecture Grad Students' Association
History Grad Students' Association
4. Approval of March 25 GSA Council Meeting Minutes
Motion
BIRT the March 25 GSA Council Meeting Minutes be approved.
Labine/Wojnarski
CARRIED
5. Committee Reports
 - a. Executive Committee (*page 8*)
 - b. Finance Committee (*page 9*)**Motion**
BIRT the second disbursement of Department grants be approved.
CARRIED
Cheques are available after the meeting to be picked up by departments.
Motion
BIRT the Special Projects grant to History GSA be approved for \$500.00.
CARRIED
Motion
BIRT the Special Projects grant to Architecture GSA be approved for \$500.00.
CARRIED

c. Bylaws Committee (*page 11*)

Aaron and Andy spoke about the new Bylaws package included today. The Committees package will follow as an addendum to the Bylaws. The Constitution can be read online at www.umgsa.ca.

d. Awards Committee (*oral*)

Andy spoke about the awards and named Cordula Buse as the Health Sciences member of the Masters award selection committee.

Motion

BIRT the named committee member be accepted.

Bonar/Parada

CARRIED.

e. Campaigns Committee (*oral*)

Chandra spoke about the Campaigns Committee.

f. Internal Development and Review Committee (*page 11*)

Neil Moore recommended the Bylaws be changed to reflect the fact that the IDR Reviews are done in November and April each year. Thank you to Neil for his diligence to this committee.

6. Executive Reports

a. President (*page 17*)

Aaron spoke of his three years on the GSA, and how this is his last Council meeting, because he has to get on with his thesis.

b. Vice President (Internal) (*page 21*)

Xuping spoke of her enjoyment working with everyone on the executive and council.

c. Vice President (Academic) (*page 23*)

Andy encouraged other people to join committees and to get involved. He thanked all that were involved in the committees of the GSA, and he is confident that the new executive will be capable leaders. Thank you to all.

d. Vice President (External) (*page 26*)

Chandra spoke of his experiences on the GSA.

e. Vice President (Health Sciences) (*page 18*)

Meaghan spoke of her excellent years and said she is looking forward to working with everyone again next year.

f. Senators (*page 33*)

Abas spoke for the three senators.

He thanked each executive member individually, and as incoming president he is looking forward to working with the new executive next year.

- 7 Department Updates
A brief verbal report was given by Landscape Architecture.
8. Other Business
None
9. Announcements
 - Neil Moore thanked the Executive for doing a fine job this year. He also thanked Alan McGreevy for doing a fine job as Council chair, who knows Roberts Rules inside and out.
 - Alan spoke to the Executive and the Council for a job well done this year.
10. Adjournment
BIRT the meeting be adjourned at 6:30 pm.
Wojnarski/Bonar
CARRIED

Attendance – GSA Council
April 22, 2009
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<i>GSA Executive</i>	<i>Name</i>	<i>Signature</i>
President	Aaron Glenn	Present
VP Internal	Xuping Sun	Present
VP Academic	Andy Bonar	Present
VP External	Chandra Bhan Singh	Present
VP Health Sciences	Meaghan Labine	Present
Senators	Mohamed Moustafa	Present
	Cheng Zhang	Present
	Abas Sabouni	Present
Office Manager	Ruth Prokesch	Present
<i>Councillors</i>	<i>Name</i>	<i>Signature</i>
UMSU	Mitch Tripple	
CUPE 3909	Muthukumar Bagavathiannan	Had to leave

<i>Agric & Food Science</i>		
Agribusiness & Agric. Economics	Jordan Templeton Mark Fynn	Present
Animal Science	Jessica Brady	Present
Biosystems Engineering	Sanjayan Satchithanatham	Present
Entomology		
Food Science	Nikolay Repin	Present
Plant Science	Arvind Hirani	Present
Soil Science		
<i>Architecture</i>		
Architecture	Carl Drohomereski	Present
City Planning	Becky Raddatz	
Interior Design	Michelle Zelickson	
Landscape Architecture	Kelly Wojnarski	Present
<i>Arts</i>		
Anthropology	Jeniva Donaleshen	
Classics		
Economics		
English	Alyson Brickey	Present
French, Spanish & Italian		
German		
History	Tamara Fleming Graham Stinnett	Present Present
Icelandic Studies		
Linguistics		
Native Studies		
Philosophy	Wes McPherson	
Political Studies and Public Administration	Devi Goherdhan	Present
Psychology		
Religious Studies	Matt Sheedy	
Slavic Studies		
Sociology	Gosia Parada	Present
Canadian Studies St.		

Boniface		
<i>Arthur Mauro Centre for Peace and Justice</i>		
Arthur Mauro Centre for Peace and Justice		
<i>Management</i>		
Management 1 (MBA)		
Management 2	André Laplume	
<i>Education</i>		
Curr: Hum. & Soc. Sc.		
Curr: Math & Nat Sc		
Curr: Teaching & Learning		
Educ. Admin & Foundations		
Educational Psychology		
Educ. Adm. Fnd. & Psy		
Faculty based PhD		
Educ. St. Boniface		
<i>Engineering</i>		
Civil	Justin Rak-Banville Qiuyan Yuan	
Electrical & Computer	Christopher Henry	Present
Mechanical & Manufacturing	Amir Birjandi Richard Lozowy	Present
<i>Environment</i>		
Geography & Environment	Trish Kelley Kristin Westdal	
Geological Sciences		
Nat Resources Inst	Sheldon Ratuski Vanessa Lozecznik	Present
Disability Studies		
Food & Nutr Sciences		
Interdisciplinary		
<i>Human Ecology</i>		
Clothing & Textiles		
Family Social Sciences	Mika Kawaguchi	Present

Human Nutritional Sciences	Danielle Stringer	
Law		
Law		
Music		
Music		
Nursing		
Nursing	Erin Shepherd Holly Johnson (Proxy)	Present
Pharmacy		
Pharmacy		
Phys Ed & Rec Studies		
Recreation Management	Jill Hnatiuk Pavithra Raian (Proxy)	Present
Kinesiology		
Science		
Biological Sciences	Josh Levac	Present
Chemistry	Taras Babiak	Present
Computer Science		
Mathematics		
Microbiology		
Physics & Astronomy	Neil Moore	Present
Statistics		
Social Work		
Social Work		

PPB.

Agenda - GSA Council
Wednesday April 22, 2009
4:45 pm, UMSU Council Chambers

1. Approval of Agenda
2. Approval of March 25 GSA Council Meeting Minutes (*page 5*)
3. Special Project Grant Requests – Presentations
4. Committee Reports
 - a. Executive Committee (*page 8*)
 - b. Finance Committee (*page 9*)**Motion: BIRT the second disbursement of Department grants be approved.**

Motion: BIRT the special project grant requests for the Architecture GSA and History GSA be approved for \$500 each.

- c. Bylaws Committee (*page 11*)
 - d. Awards Committee (*oral*)
 - e. Campaigns Committee (*oral*)
 - f. Internal Development and Review Committee (*page 11*)
5. Executive Reports
 - a. President (*page 17*)
 - b. Vice President (Internal) (*page 21*)
 - c. Vice President (Academic) (*page 23*)
 - d. Vice President (External) (*page 26*)
 - e. Vice President (Health Sciences) (*page 29*)
 - f. Senators (*page 33*)
6. Department Updates
7. Other Business
8. Announcements
9. Adjournment

Attendance – GSA Council
March 25, 2009
4:45 pm, UMSU Council Chambers

<i>GSA Executive</i>	<i>Name</i>	<i>Signature</i>
President	Aaron Glenn	Present
VP Internal	Xuping Sun	Present
VP Academic	Andy Bonar	Present
VP External	Chandra Bhan Singh	Present
VP Health Sciences	Meaghan Labine	Present
Senators	Mohamed Moustafa	Present
	Cheng Zhang	Present
	Abas Sabouni	Present
Office Manager	Ruth Prokesch	Present
<i>Councillors</i>	<i>Name</i>	<i>Signature</i>
UMSU	Mitch Tripple	Present
CUPE 3909	Muthukumar Bagavathiannan	Present
<i>Agric & Food Science</i>		
Agribusiness & Agric. Economics	Jordan Templeton Mark Fynn	Present
Animal Science	Natalie Berard	Present
Biosystems Engineering		
Entomology		
Food Science	Nikolay Repin	Present
Plant Science	Arvind Hirani	Present
Soil Science	Rajkamal Singh Mann	Present
<i>Architecture</i>		
Architecture	Carl Drohomereski	Present
City Planning	Becky Raddatz	Present
Interior Design	Michelle Zelickson	
Landscape Architecture	Kelly Wojnarski	Present
<i>Arts</i>		
Anthropology	Jeniva Donaleshen	

Classics		
Economics		
English	Alyson Brickey	Present
French, Spanish & Italian		
German		
History	Tamara Fleming Graham Stinnett	Present
Icelandic Studies		
Linguistics		
Native Studies		
Philosophy	Wes McPherson	Absent
Political Studies and Public Administration	Rob McLeary	Present
Psychology		
Religious Studies	Matt Sheedy	
Slavic Studies		
Sociology	Gosia Parada	Regrets
Canadian Studies St. Boniface		
<i>Arthur Mauro Centre for Peace and Justice</i>		
Arthur Mauro Centre for Peace and Justice		
<i>Management</i>		
Management 1 (MBA)		
Management 2	André Laplume	Present
<i>Education</i>		
Curr: Hum. & Soc. Sc.		
Curr: Math & Nat Sc		
Curr: Teaching & Learning		
Educ. Admin & Foundations		
Educational Psychology		
Educ. Adm. Fnd. & Psy		
Faculty based PhD		

Educ. St. Boniface		
Engineering		
Civil	Justin Rak-Banville Qiuyan Yuan	Present
Electrical & Computer	Christopher Henry	Present
Mechanical & Manufacturing	Amir Birjandi Richard Lozowy	Present Present
Environment		
Geography & Environment	Trish Kelley Kristin Westdal	Present
Geological Sciences		
Nat Resources Inst	Sheldon Ratuski Vanessa Lozecznik	Present Present
Disability Studies		
Food & Nutr Sciences		
Interdisciplinary		
Human Ecology		
Clothing & Textiles		
Family Social Sciences	Mika Kawaguchi	Present
Human Nutritional Sciences	Danielle Stringer	Regrets
Law		
Law		
Music		
Music		
Nursing		
Nursing	Erin Shepherd	Present
Pharmacy		
Pharmacy		
Phys Ed & Rec Studies		
Recreation Management		
Kinesiology	Jill Hnatiuk	Present
Science		
Biological Sciences	Josh Levac	Present

Chemistry	Taras Babiak	Present
Computer Science		
Mathematics		
Microbiology		
Physics & Astronomy	Neil Moore	Present
Statistics		
<i>Social Work</i>		
Social Work		

Minutes - GSA Council
Wednesday March 25, 2009
4:45 pm, UMSU Council Chambers

Meeting called to order at 5:03 pm.

10. Approval of Agenda
Motion
BIRT the agenda be approved.
Kelley/Wojnarski
CARRIED
11. Approval of January 28 GSA Council Meeting Minutes
Motion
BIRT the January 28 GSA Council Meeting Minutes be approved.
Raddatz/Labine
CARRIED
12. Special Projects Grants Requests were heard from:
SAE Formula Hybrid Vehicle
University of Manitoba Climbing Club
University of Manitoba Iranian Students Association
13. Donations:
Aaron spoke about the Donations requests.
Motion
BIRT the GSA donate \$1,000.00 to the Eighth Annual Elders and
Traditional Teachers Gathering.
CARRIED
Motion

**BIRT the GSA donate \$500.00 to the Playcare Daycare on campus.
CARRIED**

5. Committee Reports

- a. Executive Committee (*page 7*)
- b. Elections Committee/CRO (*page 8*)

Aaron spoke about the Referendum.

Motion

BIRT the 2009 GSA General Elections and Referendum results be ratified.

CARRIED

Congratulations to the incoming executive.

- c. Finance Committee (*page 11*)

Motion

BIRT that the three Special Projects be approved omnibus.

Glenn/Bonar

CARRIED

- d. Bylaws Committee (*page 12*)

- e. Awards Committee (*oral*)

Andy spoke about the awards and named the members of the two awards selection committees:

Ph.D.

Andy Bonar (chair), Master's (English)

Dan Lockery, Ph. D. (Electrical Engineering)

Becky Raddatz, Master's (City Planning)

Nikolay Repin, Master's (Food Science)

Aaron Glenn, Ph. D. (Soil Science)

Nicolas Kehler, Master's (Civil Engineering)

Master's

Abas Sabouni (chair), Ph.D. (Electrical Engineering)

Alyson Brickey, Master's (English)

Michelle Zelickson, Master's (Interior Design)

Natalie Berard, Ph.D. (Animal Sciences)

Gosia Parada, Master's (Sociology)

(Health Sciences)

Motion

BIRT the named committee members be accepted.

CARRIED.

7. Executive Reports

- a. President (*page 12*)

- b. Vice President (Internal) (*page 15*)
 - c. Vice President (Academic) (*page 15*)
 - d. Vice President (External) (*page 17*)
 - e. Vice President (Health Sciences) (*page 18*)
 - f. Senators (*page 19*)
8. Department Updates
Brief verbal reports were given by Landscape Architecture, Plant Science and Chemistry.
9. Other Business
The Faculty of Science is looking for a Faculty of Science grad student to sit on a committee.
10. Announcements
- Abas announced that there will be seminar on Monday, April 13th.
The speaker is Professor Magda El-Shenawee of Arkansas University.
The title is: *Microwave Imaging for Breast Cancer Detection*.
Location and time to be announced.
 - Abas thanked all that supported his slate in the election, and shared some of his ideas for the next year.
 - For Environmental Awareness Week there will be a video about Hog Farming in Manitoba in the GSA Lounge at 11:30am March 26.
 - There are still Fair Trade mini chocolates and coffee available for purchase at our cost in the GSA office.
 - Please sign the SSHRC petition.
11. Adjournment
BIRT the meeting be adjourned at 6:33 pm.
Kelley/Labine
CARRIED

From: GSA Executive Committee (Aaron Glenn, Chair)

To: GSA Council

Date: April 22, 2009

Re: Monthly Report

Meetings

April 1

April 15

GSA Bylaws Review and Re-writing

The Executive committee has spent a lot of time in the past few months working on updating and fixing up the Bylaws of the Association. The cleaning up of the Bylaws was done in parallel with the GSA Bylaws committee, who reviewed changes and formatting proposed by the Executive and made further suggestions for improvement. Unfortunately, due to time and process constraints a product was not ready for distribution to Council well in advance of the April council meeting, so the proposed Bylaw changes will be tabled and dealt with by the incoming Executive team and Council.

Academic Freedom and Critical Learning Events with Professor Denis Rancourt

On April 21st and 22nd, the GSA sponsored events hosted by the “Shaking The Tree: Activism, Change & the Environment” course based at the University of Manitoba featuring internationally recognized and controversial professor-activist Denis Rancourt. Denis gave a series of talks on academic freedom and radical learning in Winnipeg. Dr. Rancourt was recently dismissed from his position at the University of Ottawa, despite having tenure, to the dismay of academics and faculty unions across North America. He will discuss the events surrounding his battle with the University of Ottawa, the need to democratize universities, as well as his highly controversial positions on global climate change and the role of violence in activism. He will speak and teach at two larger events and two smaller workshops over the two-day period.

GSA Executive Committee Succession and Transition

The transition from outgoing to incoming GSA Executive is underway, with the old Executive terms ending April 30 and new terms starting on May 1. We will have a formal GSA Executive succession/transition retreat on April 29 and informal job-shadowing will take place during the rest of April and into May.

From: GSA Finance Committee (Xuping Sun, Chair)

To: GSA Council

Date: April 22, 2009

Re: Monthly Report

Finance Committee Meeting

The meeting held on April 16, 2009. During this meeting, we approved an amount of \$4,450 conference grant to support graduate students attending or presenting at a conference.

31 departments have applied for the departmental grant. They all submitted the application before the deadline. All these departments have a good attendance of council meetings and sub-committee meetings. They all meet the requirements. The total amount of applied grant is \$8183.00.

BIRT the Departmental grants for the 2nd disbursement be approved.

And in this meeting, we recommended two special projects to council meeting for approval.

BIRT:

a. A special project grant for \$500 be approved to support the History Graduate Students' Association for the Keewatin Conference they attended.

b. A special project grant for \$500 be approved to support Architecture Graduate Students' Association for the exhibition they will be holding.

Departmental Grant 2nd Disbursements					
Department	# FT students	# PT Students	Max to Award	Penalty	Amount To Award
Food science	19	0	\$95.00	\$0.00	\$95.00
Agribusiness & Agricultural Economics	28	1	\$142.50	\$0.00	\$142.50
Sociology	39	9	\$217.50	\$0.00	\$217.50
Plant Science	40	4	\$210.00	\$0.00	\$210.00
Architecture	72	0	\$360.00	\$0.00	\$360.00
Animal Science	26	1	\$132.50	\$0.00	\$132.50
Soil Science	25	0	\$125.50	\$0.00	\$125.50
Public Administration	37	30	\$260.00	\$0.00	\$260.00
Electrical & Computer Engineering	115	22	\$630.00	\$0.00	\$630.00
Mechanical & Manufacturing Engineering	73	6	\$380.00	\$0.00	\$380.00
Biological Sciences	57	5	\$297.50	\$0.00	\$297.50
Biosystems Engineering	40	2	\$205.00	\$0.00	\$205.00
Natural Resources Institute	60	5	\$312.50	\$0.00	\$312.50
Physics&Astronomy	39	1	\$197.50	\$0.00	\$197.50
Landscape Archietecture	72	0	\$360.00	\$0.00	\$360.00
Kinesiology&Recreation Management	23	6	\$130.00	\$0.00	\$130.00
History	36	6	\$195.00	\$0.00	\$195.00
Civil Engineering	75	18	\$420.00	\$0.00	\$420.00
City Planning	59	1	\$297.50	\$0.00	\$297.50
Asper Graduate Students Association	104	70	\$695.00	\$0.00	\$695.00
English	45	4	\$235.00	\$0.00	\$235.00
Nursing	36	54	\$315.00	\$0.00	\$315.00
Family Social Sciences	12	7	\$77.50	\$0.00	\$77.50
Health Sciences					
Human Anatomy \$Cell Sciences	17	0	\$85.00	\$0.00	\$85.00
Biochemistry and Medical Genetics	43	0	\$215.00	\$0.00	\$215.00
Community Health Sciences	37	2	\$190.00	\$0.00	\$190.00
Immunology	19	0	\$95.00	\$0.00	\$95.00
Medical Microbiology	73	1	\$377.50	\$0.00	\$377.50
Occupational Therapy	10 115	13	\$607.50	\$0.00	\$607.50
Pharmacology and Therapeutics	19	0	\$95.00	\$0.00	\$95.00
Physiology	44	3	\$227.50	\$0.00	\$227.50

From: GSA Bylaws Committee (Xuping Sun, Chair)

To: GSA Council

Date: April 22, 2009

Re: Monthly Report

On April 20, 2009, Bylaws Committee meeting was held. During this meeting, we discussed on the amendments made to parts of the bylaws. Committee members provided very valuable suggestions and made corrections to the amendments. The new bylaws made its first debut today thanks to the hard work of all the executives and bylaws committee members.

From: GSA Internal Development and Review Committee (Neil Moore, Chair)

To: GSA Council

Date: April 22, 2009

Re: Executive Performance Second Review (2008-2009)

The IDR committee met twice to evaluate the executive from December 4, 2008 – April 6, 2009. We met on the following dates:

April 6, 2009 – Give out evaluation assignments

April 20, 2009 – Final reports

IDR Committee members:

Neil Moore: Physics & Astronomy (Chair of sub-committee)

Jeremy Funk: Management

Arvind Hirani: Plant Science

Jon-Jon Santiago: Physiology

Graham Stinnett: History

Some notes regarding the evaluation process

We reviewed the eight executive members according to their responsibilities as outlined in the GSA constitution (Article 5). The individuals are:

Aaron Glenn: President

Xuping Sun: VP Internal

Andy Bonar: VP Academic
 Chandra Singh: VP External
 Meaghan Labine: VP Health Sciences
 Abas Sabouni: Senator
 Mohamed Moustafa: Senator
 Cheng Zhang: Senator

-The chair of the sub-committee reviewed all members of the executive while the other four members reviewed three in detail. This ensures that everyone was reviewed three times.

-“Office hours held” was evaluated using the executive hours log provided by Ruth Prokesch (office manager).

Executive Performance Review (2008/09)
Second Review (December 4, 2008 to April 6, 2009)

Name: Aaron Glenn

Position: President

Criteria	Rating			
	Below Expectations	Meets Expectations	Occasionally Exceeds Expectations	Consistently Exceeds Expectations
Attendance (council and other committees)				X
Participation (council and other committees)				X
Performance at Committee level				X
Office hours held				X
Overall fulfillment of duties (based on Article 5, UMGSA constitution)				X

Specific comments/recommendations:

- Nearly perfect attendance
- Very active during meetings (participation)
- Reports were clear, precise, and transparent
- Provided reasons why office hours were not held (usually other GSA commitments)
- Reports are often creative and a pleasure to read

Name: Xuping Sun

Position: VP Internal

Criteria	Rating			
	Below Expectations	Meets Expectations	Occasionally Exceeds Expectations	Consistently Exceeds Expectations
Attendance (council and other committees)				X
Participation (council and other committees)			X	
Performance at Committee level				X
Office hours held				X
Overall fulfillment of duties (based on Article 5, UMGSA constitution)				X

Specific comments/recommendations:

- Executive, council, and AGM reports show a strong performance
- Good work in the areas of: finance and budget development, bylaw review and redevelopment, Gradzette publication, and GSA website
- Commitment and determination are evident

Name: Andy Bonar

Position: VP Academic

Criteria	Rating			
	Below Expectations	Meets Expectations	Occasionally Exceeds Expectations	Consistently Exceeds Expectations
Attendance (council and other committees)				X
Participation (council and other committees)				X
Performance at Committee level				X
Office hours held				X
Overall fulfillment of duties (based on Article 5, UMGSA constitution)				X

Specific comments/recommendations:

- Impressive attendance
- Continues to be effective in organizing special events (speaker series, humanities fair)
- Clearly has taken on additional responsibilities regarding bylaws and campaigns
- Very good attendance, participation, and quality of reports
- It would be best to have reports ready for council meetings such that they are included in the main document

Name: Chandra Singh

Position: VP External

Criteria	Rating			
	Below Expectations	Meets Expectations	Occasionally Exceeds Expectations	Consistently Exceeds Expectations
Attendance (council and other committees)			X	
Participation (council and other committees)		X		
Performance at Committee level		X		
Office hours held		X		
Overall fulfillment of duties (based on Article 5, UMGSA constitution)		X		

Specific comments/recommendations:

- Present for key CFS meetings
- January council report is absent but that for March is an improvement
- There still has not been a campaigns committee meeting

Name: Meaghan Labine

Position: VP Health Sciences

Criteria	Rating			
	Below Expectations	Meets Expectations	Occasionally Exceeds Expectations	Consistently Exceeds Expectations
Attendance (council and other committees)				X
Participation (council and other committees)				X
Performance at Committee level				X
Office hours held		X*		
Overall fulfillment of duties (based on Article 5, UMGSA constitution)				X

Specific comments/recommendations:

-Clearly handles responsibilities at both campuses

-Responsible for several initiatives: academic, research, social, recreational, etc.

*As in previous reviews, there is no explicit office to hold office hours. Nonetheless, the VP Health Sciences is willing to meet with people as required.

Name: Abas Sabouni, Mohamed Moustafa, Cheng Zhang

Position: Senators

Criteria	Rating			
	Below Expectations	Meets Expectations	Occasionally Exceeds Expectations	Consistently Exceeds Expectations
Attendance (council and other committees)		X		
Participation (council and other committees)		X		
Performance at Committee level			X	
Office hours held	X			
AS				
MM		X		
CZ		X		
Overall fulfillment of duties (based on Article 5, UMGSA constitution)		X		

Specific comments/recommendations:

- Individual report is only possible for the “Office hours held” category
- The senators continue to proxy and fill seats on other committees
- Office hours are absent from January council meeting
- In regards to the Senate, UMSU, FGS, etc., it would be helpful to know which senators were in attendance for those meetings

Report

From: Aaron Glenn, President <pres@umgsa.ca >

To: GSA Council

Date: April 22, 2009

Re: Annual Report

Meetings Attended and Missed

GSA Executive – May 7
GSA Executive Orientation – May 12
Dean of Graduate Studies – May 15
FGS Council – May 23
GSA Executive – May 26
GSA Council – May 28
GSA Finance Committee – May 30
Outgoing President Szathmáry – June 5,
CFS Provincial Executive – June 13
GSA Executive Committee – June 17
GSA Finance Committee – June 26
CFS Skills Symposium – July 4-July 6
Orientation Week Planning – July 8
National Student Health Network – July 17
UMFM Station Manager and Outreach Coordinator – July 18
GSA Executive – July 25
GSA Finance Committee – July 31
GSA Executive Committee – August 7
University Discipline Committee/Student Discipline Bylaw Meeting – August 21
GSA Executive Committee – August 25
GSA Council – August 27
GSA Finance Committee – August 28
GSA Executive Committee Orientation Planning – September 4
CFS-Manitoba Levin Commission Preparation Meeting – September 14
Levin Commission Stakeholders Discussion Session – September 16
Board of Governors Meeting – September 16
Rally to Increase Aboriginal Student Access and Funding – September 17
GSA Executive Committee – September 19
CFS-Manitoba Executive – September 19 *cancelled*
Task Force on Time to Completion – September 24
GSA Council – September 24
GSA Finance Committee – September 25
FGS Executive Committee – October 1

GSA Selections Committee – October 6
Meeting with Assiniboine Credit Union – October 14
GSA Executive Committee – October 16
Task Force on Time to Completion Closed Hearing #1 – October 20
Assiniboine Credit Union and Credential Financial – October 22
GSA Council – October 22
UMSU Council – October 30
Faculty of Graduate Studies – October 31
Task Force on Time to Completion Open Hearing #1 – November 3
Meeting with Assiniboine Credit Union and GSA Lawyer – November 4
Day of Action for Education – November 5
GSA Internal Development and Review Committee – November 13
UMSU Council – November 13
Faculty Council of Graduate Studies – November 14
UMSU Health and Dental Plan – November 14
CFS-MB Provincial Executive – November 14
CFS-MB Manitoba Student Aid Preparation – November 17
Board of Governors – November 18
GSA Council – November 26
CFS Annual General Meeting – November 27-30
GSA Executive – December 4
CUPE 3909 Annual General Meeting – December 4
University Student Relations Committee – December 9
GSA Bylaws Committee – December 11
Time-to-Completion Task Force – December 16
UMSU Council Meeting – January 15
GSA Executive – January 16
Presidential Advisory Selections Committee for VP Research – January 19
Ryan Anderson, BDO Dunwoody (Auditor) – January 20
GSA Annual General Meeting – January 22
Senate Planning and Priorities Meeting – January 26
GSA Executive Committee Meeting – January 26
Board of Governors – January 27
FGS Executive Committee – January 28
UMSU Health Plan Committee – January 28
GSA Council – January 28
GSA Finance Committee – January 29 *missed*
Presidential Advisory Selections Committee for VP Research – February 6
GSA Executive – February 11
GSA-HSGSA Finance Meeting – February 11
University Discipline Committee – February 12
Senate Planning and Priorities – February 23 *missed*
FGS Executive Committee – February 24

CFS National Graduate Caucus AGM – February 26 to March 1
Presidential Advisory Selections Committee for VP Research – March 2
Michael Belagus, Premier Doer's Chief-of-Staff – March 4
GSA Executive – March 4
FGS Time-to-Completion Task Force – March 13
UMSU Council Meeting – March 12
Board of Governors Budget Advisory Committee – March 13
Board of Governors Budget Advisory Committee – March 16
Board of Governors – March 17
CFS-Manitoba Presentation to Provincial NDP Caucus – March 18
GSA Executive – March 18
Senate Planning and Priorities Meeting – March 23
GSA Bylaws Committee – March 24
UMSU Health and Dental Plan Committee – March 25
GSA Council – March 25
GSA Finance – March 26
UMSU Council Meeting – March 26
GSA Executive Committee – April 1
Levin Commission Report Release – April 2
CFS-Manitoba Provincial Executive Committee – April 3
Presidential Advisory Selections Committee for VP Research – April 6
GSA Campaigns Committee – April 7 *missed*
VP Research Interviews – April 13
GSA Awards Committee – April 13 *missed*
Board of Governors Budget Advisory Committee – April 15
GSA Executive Committee – April 15
GSA Finance Committee – April 16
GSA Bylaws Committee – April 20
GSA Awards Committee – April 21
UMSU Health and Dental Plan Committee – April 22

Office Hours

My office hours are held from 2pm to 4pm on Mondays, and I am open to meeting at other times by appointment. Unfortunately, I missed my office hours on April 13 because I was downtown helping interview VP Research candidates all day, and 3 to 4 pm on April 20 because of the GSA Bylaws committee meeting .

Other Information

Commission on Tuition Fees and Accessibility to Post-Secondary Education in Manitoba

In summer 2008, a one-person (University of Toronto professor, Ben Levin) commission was given a mandate to “review the province's policy on affordability, accessibility and on the relationship between tuition fees and student aid and accessibility to post-secondary education in Manitoba”. Dr. Levin kicked the commission off with 2 afternoons of open consultation sessions with stakeholders. I attended on behalf of graduate students on September 16, and brought grad student issues up with the commission that seems to be almost exclusively focusing on undergraduate accessibility and student aid. I stressed the need for both increased funding for graduate students and low (or no) tuition and user fees, and the impact of differential fees on international students. The commissioner was originally supposed to outline the recommendations in a report to the Manitoba Advanced Education and Literacy Minister by March 2009, but the report was not released until April 2. There is basically one paragraph on graduate students on page 44 (page 51 of the .pdf), that is vague and could open the gates for a “moderate” term-fee model for tuition. The only mention of international students in the report is the paragraph after the couple sentences on grad students and is completely counter to the province's immigration policies (especially in terms of retaining grad students, aka “HQP”) and I am not sure why they do not sync that up with current train-and-retain strategies. The commission report is available online at:
http://www.postsecondarycommission.mb.ca/pdfs/commision_final_report_en.pdf

Time-to-Completion Task Force

The Faculty of Graduate Studies struck a “Time to Completion Task Force” in the summer of 2008 and I was the only student representative on the task force committee. TTC is a major issue in Grad Studies at the U of M and across Canada, and was used as justification to attempt to “re-structure” (increase) grad student tuition fees at U of M in 2007. The committee's mandate was to seek input from various stakeholders on campus (Faculty, administration, and students) on the causes of students taking too long to do their graduate degrees at U of M and possible solutions for addressing the issue. The committee was supposed to make a number of key recommendations in early 2009 that would likely be implemented immediately. However, the TF on TTC met for the first time in many moons (first time in 2009!) on March 11 and reviewed the first draft (written by task-force chair, Dean Doering) of a forthcoming report. There was a lot of interesting closed and confidential conversation during the meeting but nothing for the GSA to really worry about (yet). The next meeting of the task-force is on May 12.

Report

From: Xuping Sun, Vice President (Internal)

To: GSA Council

Date: April 22, 2009

Re: Annual Report

Meetings attended and missed

Executive Committee meeting – May 7, May 26, June 17, July 25, August 7, August 25, Oct.16, Nov.20, 24, Jan.21, Jan.26, 2009, Feb.11, March 4, March 18, April 1, April 15, *Finance Committee meeting* –May 30, June 26, July 31, Sept. 25, Oct.23, Dec.2, 2008, Jan 29, March 26, April 16, 2009.

Bylaws Committee meeting- Dec.11, 2008, March 24, April 20, 2009.

Annual General Meeting-Jan.22, 2009

CFS MB meeting- Oct.17, 2008

CFS national meeting- Nov.

Manitoba/Saskatchewan-Canadian Federation of Students Workshop-July 11-14, 2008.

Office hours held

I held my office hours on Fridays from 2pm-4pm, except on Dec19, 2008, Jan9, Jan.16, Feb.21, Feb.27, 2009.

Conference Grants

Conference Grants make funds available to graduate students attending or presenting at conferences. All graduate students are eligible to apply. Application forms are available online and at the GSA office and applications are processed monthly. There is no deadline for this grants application.

This year's budget for conference grants is \$65,000. Upon April 22, 2008, GSA has approved \$61,755. All completed applicants were awarded.

Departmental Grant

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, participation in an internal GSA Committee. Completed applications are due on November 1st and April 1st, and two disbursements are given in December and May.

This year's budget for departmental grants is \$25,000.00. Total amount of \$18,087.15 has been granted.

Special Project Grants

Special Project grants make funds available for projects, events or items which could benefit the graduate student population. Past projects have included guest speakers, professional development workshops, and graduate publications. Application forms are also available online and at the GSA office, and applications are processed monthly.

This year's budget for special project grant is \$4000. An amount of \$4,750.00 has been granted. 12 special projects have been approved this year, see the followings:

Association	Events	Amount
Anthropology GSA	Film Festival	\$250
Family Social Sciences GSA	Symposium	\$250
Immunology Research Group	Conference	\$250
Indian Students' Association	Cultural Night	\$500
Iranian Students Association	Persian music concert	\$500
Political Studies GSA	Conference	\$500
Plant Science GSA	Symposium	\$500
Plant Science GSA	Garden Visit Day	\$500
Social Work GSA	Symposium	\$250
U of M Climbing Club	Competition	\$500
U of M Society of Auto Eng.	Competition	\$500
Vanessa Lozecznik	Documentary Film	\$250

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 is \$4000.00. An amount of \$4000 has been donated.

Organization	Events	Amount
Canadian Red Cross	China Earthquake	\$1000
Canadian Red Cross	Myanmar Cyclone	\$500
Rainbow Pride	Pride Parade Float	\$250
Native Studies	8 th Annual Elders & Traditional Teacher Gathering	\$1000
ICS	Star lake trip(New Students Orientation)	\$500
Manitoba Women Grassroots	International Woman's Day	\$250
U of M Play care	Children care	\$500

Report

From: Andy Bonar, Vice President (Academic)

To: GSA Council

Date: April 22, 2009

Re: Annual Report

COMMITTEES, MEETINGS AND BUSSINESS MATTERS

Meetings (or at least most of them) Attended and Missed:

Graduate Students' Association (GSA) Executive Meeting – May 7, 2008
Senate Executive Meeting – May 7, 2008
Faculty of Graduate Studies (FGS) Executive Meeting – May 9, 2008
GSA Executive Orientation – May 12, 2008
Student Senate Caucus (SSC) Meeting – May 12, 2008
Senate Meeting – May 14, 2008
Meeting with Dean of Graduate Studies – May 15, 2008
Senate Committee on University Research (SCUR) Meeting– May 22, 2008
FGS Council Meeting – May 23, 2008
GSA Executive Meeting – May 26, 2008
SSC Meeting – June 2, 2008
Meeting with Outgoing President Szathmáry – June 5, 2008
Senate Executive Meeting – June 11, 2008 (missed)
GSA Executive Meeting – June 17, 2008
SCUR Sub-Committee to Review Center for Defense and Security Studies – June 18, 2008
SSC Meeting – June 23, 2008
GSA Executive Meeting – June 23, 2008
GSA Executive Meeting – July 9, 2008
Senate Executive Meeting – August 20, 2008
Meeting with the Director of Libraries – August 25, 2008
Student Affairs Meeting – August 25, 2008
GSA Executive Meeting – August 25, 2008
International Students' Centre (ICS) Luncheon – August 26, 2008
SSC Meeting – September 2, 2008
Senate Orientation Meeting – September 3, 2008
Senate Meeting – September 3, 2008
UMSAFE Training – September 3, 2008
Student Counselling and Career Centre Meeting – September 4, 2008 (missed)
GSA Executive Meeting – September 4, 2008
Orientation – September 5, 8-12, 2008

GSA Executive Meeting – September 10, 2008
 Senate Executive Meeting – September 17, 2008
 GSA Executive Meeting – September 19, 2008
 SSC Meeting – September 23, 2008
 FGS Meeting – October 1, 2008
 Senate Meeting – October 1, 2008
 GSA Selections Committee Meeting – October 6, 2008
 Gradzette Hiring Interview – October 9, 2008
 GSA Executive Meeting – October 16, 2008
 Canadian Federation of Students (CFS) Meeting – October 17, 2008
 GSA Investment Meeting – October 22, 2008
 Senate Executive Meeting – October 22, 2008
 SCUR Meeting – October 23, 2008
 FGS Meeting – October 31, 2008
 SSC Meeting – November 3, 2009
 GSA Meeting - November 4, 2008
 Senate – November 5, 2008
 Senate Executive Meeting – November 19, 2008
 GSA Executive Meeting – November 20, 2008
 GSA Executive Meeting – November 24, 2008
 CFS Annual General Meeting – November 27-30, 2009
 SSC Meeting – December 1, 2009 (missed)
 Senate – December 3, 2008
 Senate Executive – December 12, 2008
 SSC Meeting – January 5, 2009
 Senate – January 7, 2009
 SCUR Meeting – January 15, 2009
 GSA Executive Meeting – January 16, 2009
 SCUR Meeting to Review the Institute for the Humanities – January 19, 2009
 Senate Executive Meeting – January 21, 2009
 GSA Executive Meeting – January 21, 2009
 Senate Committee on Instruction and Evaluation Meeting – January 22, 2009
 Rh Award Selection Committee – January 28, 2009
 Senate – February 4, 2009
 GSA Executive Meeting – February 11, 2009
 FGS Executive – February 24, 2009
 CFS National Graduate Caucus – February 26-March 1, 2009
 GSA Awards Committee Meeting – March 2, 2009
 Senate – March 4, 2009
 GSA Executive – March 4, 2009
 SCUR Meeting – March 12, 2009 (missed)
 SCUR Meeting to Review the Institute for the Humanities – March 16, 2009
 Senate Executive Meeting – March 18, 2009

GSA Executive Meeting – March 18, 2009
GSA Bylaws Meeting – March 25, 2009
FGS Executive Meeting – March 30, 2009 (cancelled)
SSC Meeting - March 30, 2009 (missed)
Senate – April 1, 2009
GSA Executive Meeting – April 1, 2009
GSA Awards Committee Meeting – April 13, 2009
GSA Executive Meeting – April 15, 2009
Senate Committee on Instruction and Evaluation – April 17, 2009
GSA Bylaws Meeting – April 20, 2009 (missed)
GSA Awards Committee Meeting – April 21, 2009

Advocacy:

Strictly confidential.

For general questions or information concerning advocacy, or to book an appointment, please e-mail vpa@umgsa.ca. To book an appointment by phone, please call 474-9181. Members are also welcome to stop in during office hours, listed below.

Office Hours:

Tuesdays & Wednesdays: 1300-1400 Hrs.

IMPORTANT EVENTS, DEVELOPMENTS AND ISSUES

Graduate Student Representation:

The Graduate Students' Association would like to thank the various members serving on one or more University of Manitoba Senate, Faculty, and/or Students' Association committees this past year. Having full representation on all of the requested positions on all of the available committees demonstrates both a strong investment in and concern for the institution as well as a professional and engaged student body. It is now time again to begin filling seats for the upcoming year. Students already involved, not yet involved or who wish to become more involved, should forward their names and full contact information to either their departmental representative, who will then pass along those names to the GSA.

The Position

As this is my final report, I would like to thank all those who helped make the various events, from Orientation/Welcome Back Week to the 2009 GSA Invited Lecture and the various seminar and speaker events, a success. Your new Vice President Academic is Peter Nawrot. Please help him continue the good work that you have all been a part of. While we are all all to busy, it is important that we continue to show involvement in the academic community. Good luck to all.

Report

From: Chandra B. Singh, Vice President (External)

To: GSA Council

Date: April 22, 2009

Re: Annual Report

Meetings Attended

CFS-MB Provincial Meeting- August 14, 2008
GSA Executive Meeting- August 25, 2008
Finance Committee Meeting- August 29, 2008
GSA Executive Meeting- September 19, 2008
Finance Committee Meeting- September 28, 2008
GSA Executive Meeting- October 16, 2008
Active Assembly -October 17, 2008
Day of Action- November 5, 2008
CFS U-PASS meeting- November 17, 2008
GSA Executive Meeting- November 20, 2008
Finance Committee Meeting- November 25, 2008
GSA Executive Meeting- December 4, 2008
GSA Bylaws Committee Meeting- December 11, 2008
GSA Executive Meeting- January 16, 2009
GSA AGM- January 22, 2009
GSA Finance Committee Meeting- January 29, 2009
National Graduate Caucus (NGC), Fredericton- Feb 26- March 1, 2009
GSA Executive Meeting- March 4, 2009
NDP Caucus, Brandon- March 7, 2009
GSA Executive Meeting- March 18, 2009
GSA Bylaws Committee Meeting- March 24, 2009
GSA Executive Meeting- April 1, 2009
CFS-MB Provincial Executive Meeting- April 3, 2009
Campaigns Committee Meeting- April 7, 2009
GSA Executive Meeting- April 15, 2009
GSA Finance Committee Meeting- April 16, 2009
GSA Bylaws Committee Meeting - April 20, 2009

Meetings Missed

CFS-MB Executive Meeting- November 14, 2008
GSA Executive Meeting- January 26, 2009

Office Hours

My office hours are from 12 to 1 PM on Tuesday and Wednesday.

Campaigns

As Vice-President External I have been involved in various campaigns and activities to raise the issues of graduate students. I was also elected as International Students' Commissioner in CFS-MB Executive council.

Drop Frees Campaign

While greater investment in post-secondary education is needed immediately, this should be met by increased funding by provincial and federal governments and not by the student fee hike. Student debt in Canada has already surpassed \$13 Billion mark. The Manitoba Provincial government has announced that fee hikes would be allowed starting in fall 2009, and created the Levin Commission to review the tuition fee policy. After this announcement, In a Canadian Federation Students-Manitoba meeting it was unanimously resolved to organize a major day of action around the dual themes of quality and accessibility in public post-secondary education.

A Drop Fee-Day of Action was organized on November 5th 2008 to: make our voice heard to provincial and federal governments, keep the tuition fee freeze, and increase public funding for universities and colleges. As a member local of Canadian Federation of Students, we also participated in the event. Many of our GSA executives and graduate students joined the rally held at the University of Manitoba Administrative Building and then marched to the Manitoba Legislature. Other member locals of Canadian Federation of Students-Manitoba also joined the rally held at the legislature building. This campaign will continue with our members' support and our lobbying efforts to build the pressure on Provincial and Federal Governments for tuition fee reductions and increased funding for education, so that all our brothers and sisters in the province get equal opportunity for affordable and debt-free education.

I also attend the ruling NDP Caucus meeting in Brandon for the joint lobbying efforts with CFS-MB and UMSU. However, the motion put forward to keep the freeze was defeated. Unfortunately CUPE opposed this motion as they considered it against the interest of their union members.

Transit U-Pass

A U-Pass (Universal Bus Pass) would give eligible students unlimited accesses to regular Winnipeg Transit service for fall and winter academic terms at lower cost than the current rate (\$57× 8 = 456). Public Transit reduces pollution, traffic volume, and uses of non-renewable resources like petroleum. Canadian Federation of Students- Manitoba, University of Manitoba Students' Union, University of Winnipeg Students' Association,

University of Manitoba Graduate Students' Association, and Red River College Students' Association are working together to create an affordable U-Pass. Negotiations are on with City of Winnipeg/ Winnipeg Transit and initial discussions have been held with Winnipeg Transit officials regarding the pricing and improvement of accessibility and services. A memorandum will be required in future to be part of any agreement negotiated between Winnipeg Transit and Student Unions.

CFS-NGC Meeting

I attended the CFS-NGC meeting in Fredericton. Proposed federal budget and its impact on the graduate program was discussed in detail. One of the major issues was the government's proposal in federal budget to restrict the Social Science and Humanities Research Council (SSHRC) funding for only business-related studies. Students and researchers in humanities and social sciences are strongly opposing this proposed policy change which restricts their funding and freedom of research. Other issues such as whistle blowers campaign, copyright, and scholarly publishing and open access were also debated.

GSA Social Sciences and Humanities Fair

GSA organized a Social Science and Humanities Fair on 8th April, 2009 in the GSA Lounge. This fare was part of our campaigns against the government's proposal in federal budget to restrict the Social Science and Humanities Research Council (SSHRC) funding for only business-related studies and to motivate more people to join our campaign. Students from Social Science and Humanities demonstrated the significance of their research work and their contribution to our communities through poster presentations. There was good turnout in the event though this event was first time organized. People visiting the fair also signed the petitions requesting the federal government not to allocate the SSHRC funding to a specific discipline.

Report

From: Meaghan Labine, Vice President (Health Sciences)

To: GSA Council

Date: April 22, 2009

Re: Annual Report

Yearly Meetings

GSA executive meeting - May 14th, 2008
HSGSA Council Meeting – May 13th, 2008
HSGSA Executive Meeting – May 13th, 2008
HSGSA Executive meeting June 24th, 2008
GSA Executive meeting July 9th, 2008
GSA Executive meeting July 2nd, 2008
HSGSA Executive meeting August 18th, 2008
HSGSA Executive meeting August 26th 2008
GSA Executive meeting August 25th, 2008
HSGSA Executive meeting – Sept 9th, 2008
HSGSA council meeting – Sept 23rd, 2008
GSA Council meetng – Sept 24th, 2008
GSA Executive meeting – Sept 18th, 2008
HS-FGS Committee – Oct 8th, 2008
GSA Executive Committee – Oct 16th, 2008
HSGSA Council – Oct 14th, 2008
HSGSA Executive committee – Oct 21st, 2008
GSA Executive meeting – Nov 14th, 2008
HSGSA Executive meeting – Nov 18th, 2008
GSA Council meeting – Nov 19th, 2008
FGS Executive meeting – Nov 20th, 2008 (cancelled)
GSA Executive meeting – Dec 4th, 2008
HSGSA Executive meeting – Dec 9th, 2008
HSC- FGS Executive – Dec 12th, 2008
GSA AGM – Jan 20th, 2009
GSA AGM – Jan 22nd, 2009
GSA Executive meeting – Jan 19th, 2009
FGS meeting – Jan 28th, 2009
GSA Council meeting – Jan 28th, 2009
HSGSA By-laws meeting – Jan 15th, 2009
FGS meeting – Feb 27th, 2009 (Cancelled)
HSGSA exec meeting – Feb 3rd, 2009
HSGSA/GSA Finance meeting – Feb 11th, 2009
HSGSA Executive meeting – March 3rd, 2009

GSA Executive meeting – March 18th, 2009
HSGSA Executive meeting – March 17th, 2009
HSGSA By-laws meeting – March 12th, 2009
HSGSA By-laws meeting – March 11th, 2009
HSGSA Council meeting – March 10th, 2009
HSGSA Finance meeting – March 10th, 2009
HS – FGS committee meeting – March 11th, 2009
HSGSA Executive meeting – March 26th, 2009
GSA Executive meeting – April 1st, 2009
GSA Executive Meeting – April 15th, 2009
HSGSA By-Laws Meeting – April 7th, 2009
HSGSA Executive Meeting – April 7th, 2009
HSGSA Finance Meeting – April 7th, 2009
HSGSA IDR Meeting – April 7th, 2009
HSGSA Council Meeting – April 16th, 2009
HSGSA Student Memorandum Meeting – April 16th, 2009

Meetings missed

FGS meeting – May 23rd, 2008
GSA Executive meeting August 18th, 2008
GSA Executive meeting August 19th, 2008
GSA Executive meeting August 25th, 2008

Year's Progress and Activities

As the President of the HSGSA, it's my responsibility to oversee the day-to-day operations and activities of the HSGSA and liaison with GSA to ensure proper representation. Although much of my time is spent attending, chairing or preparing documents for meetings (listed above), there has been various initiatives that were carried out this year which are described and listed below.

Orientation – Sept 2008

This year for orientation the HSGSA added an extra afternoon of seminars to our usual orientation social and introduction to the new HSGSA executive. The information seminars included information on student rights and responsibilities, awards and scholarships that were available and library services. All events were very well attended, and set a good precedence for the year to come.

Bus Tickets – During the winter and fall terms

The HSGSA is running a free bus ticket program to ensure that students from St. Boniface can attend their classes and seminars at Health Sciences centre without having travel come out of pocket. The FGS covers the cost of bus tickets (St. Boniface and Bannatyne) for attending classes, and the HSGSA facilitates the distribution, purchasing and monitoring of the tickets.

Research Days – June 3-5th 2008/09

Each year the Associate Dean of Medicine at the Bannatyne campus, Dr. Ed Kroeger, holds a summer research forum which focuses on a hot area of research within the health sciences. Top students from across Canada are invited to present their research during the student poster competitions along with the U of M grads. During this event, the HSGSA is responsible for organizing the tours and social events for the visiting students, and represent the graduate students at U of M.

HSGSA Pub-Med Night – Nov 27th, 2008

Since there is no pub or places for students to meet afterhours down at the Bannatyne Campus, we held a graduate Pub-Med social event for students to come together and relax before exams and the holidays. We had an excellent turnout of over 100 students for the event.

Workshop Series

This year the HSGSA decided to put on a two workshops that we felt would benefit the students of HSC. The first was held in November and was done in conjunction with Student Advocacy. The workshop focused on student rights and responsibilities and where to get help if problems arose. The event was very well attended. The next workshop was entitled “Financial planning and Money Management” was geared towards addressing how to save for the future when you have no money.

HSGSA Curling League

As a means to bring students together during the coldest months, we have organized a graduate student curling league. It consists of over 45 students, and we curl every second Saturday for two hours. After the final curling session, a bonspiel was held for the participating teams and prizes were given out to all.

TIPs Program

TIPS is a two day workshop offered to professors and medical professionals that is designed to teach people how to teach in an efficient manor given a limited amount of time. It covers basic principles of how to put together a clear and concise lecture whether it be for the class room, a research seminar or if you are just trying to verbally communicate a topic. Typically this program is not offered to graduate students, however a workshop for students will be held on May 28th and 29th. This program is an accredited workshop and students receive a certificate at the end which is recognized by most Canadian universities.

Visiting Speakers Series

This year Dr. Anne McNabb who is a specialist in the area of environmental estrogens and health, is visiting the Health Sciences Centre (Sept 14th-Sept 19th) to give two talks and visit with students. We are currently trying to raise money for this event, and generate interest amongst the faculty and students.

HSGSA AGM & Spring it up

On May 1st the HSGSA is having our final meeting/student event involving the current 2008-09 executive. During the AGM the student body will approve updates to the constitution, and receive the annual reports of the year's activities from the HSGSA executive. Following, we will be having our end of the year social (Spring it up) for students during which we will provide free food, beverages and entertainment.

HSGSA By-laws and Constitution Update

To represent the progress and improvements made within the organization, we have updated the by-laws to be approved at the last April council meeting. Changes to the constitution will be approved during the May 1st AGM.

Student Memorandum of Understanding

The HSGSA is currently in the process of drafting a document, which outlines the rights and responsibilities of graduate students and their supervisors during the course of their graduate degree at the U of M. The goal of the student memorandum is to facilitate greater communication and accountability between students, supervisors and the university.

Time to Completion Report

This year the FGS struck a working group to answer the question of why it is taking graduate students longer to graduate. The committee was to make recommendations to FGS for how graduate studies should be restructured to facilitate faster time to completion. In response to the FGS's decision to restructure the graduate program, the HSGSA submitted a report detailing the relevant reasons from the student's perspective on what was delaying graduation and the possible solutions to these obstacles. The report was submitted to the committee, and our recommendations were taken into consideration.

Report

From: Abas Sabouni, Cheng Zhang, Mohamed Moustafa (GSA Senators)

To: GSA Council

Date: April 22, 2009

Re: Monthly and Annual Report

Meetings attended and missed

Senate Caucus Meeting –29 March, 2009
University of Manitoba Senate Meeting –April 1, 2009
GSA Executive Meetings – April 8, 2009
GSA Executive Meetings – April 15, 2009
Award Committee (GSA): April 13, 2009
Award Committee (GSA): April 21, 2009
Bylaw Committee (GSA): April 20, 2009

Office Hours held

Abas Sabouni: Monday: 12:30am-1:30pm

Friday: 12:30am – 1:30pm

Cheng Zhang: Fridays: 12pm-2pm

Mohamed Moustafa: Thursdays: 11am-1pm

University Senate meeting in April

- Establishing a M.A. and PhD in health psychology, which was prepared jointly by the Department of Psychology and clinical Health Psychology and was submitted to senate, has been withdrawn by FGS.
- Report from executive committee of FGS on course changes at the Asper School as well as department of civil engineering in graduate level.

Annual report from Senators

Senate approved the Joint Masters Programs between the University of Manitoba and the University of Winnipeg: The Joint Senates Committee (on Master's Programs) has developed and submitted proposed guidelines for the review of these programs.

Senate approved the establishment of a Professorship in Jazz Performance.

New offered scholarships for graduate students

Dr. Cameron Jay Memorial Scholarship, M.Sc. or Ph.D. in Entomology

Canadian Occupational Therapy Foundation Future Scholar Award, Master of Occupational Therapy degree.

Northern Sky Architecture Award for Environmental Stewardship, Master of Architecture program.

President's Graduate Scholarship in Human Genetics, Masters or Doctoral program in human genetics.

E. Scherer Memorial Scholarship, Masters or Doctoral program in the Department of Biological Sciences.

Lillian Webb, Arthur Webb, and Elsie M. Webb Scholarship Fund, Masters program in the Faculty of Arts.

Master of Physician Assistant Studies Program

At the meeting of 12 June 2008, the council on Post-Secondary Education approved Master of Physician Assistant Studies Program and also authorized the release of funds in support of this program.

Statement of Intent: Graduate Program in Pediatric Dentistry

Report of the Senate Planning and Priorities Committee on Sitting of a proposed Football Stadium within the Designated Sports and Active Living Precinct

Senate approved the proposal from IH Asper School of Business, the Departments of Electrical & Computer Engineering; Economics; English, Film and Theatre; Native Studies;

Political Studies; and Sociology; and the Masters of Physician Assistant Studies Program, for introduction and deletion of some course, as recommended by faculty of graduate Studies Executive Committee.

Senate approved the report of the Senate Committee on Nominations and the Student Nominating Sub-committee dated November 5, 2008.

Senate approved the Establishment and Terms of Reference of a Calendar Review Sub-committee.

Senate approved the Revised Governing Document A - Part C - *Joint M.A. in Religion* for the Joint Masters Program in Religion.

The following reports have been presented:

Report of the executive committee of the FGS:

Report of the senate planning and priorities committee:

Course changes from the department of history and psychology with net changes of over 9 credit hours.

Proposal from the faculty council of graduate studies for a joint master's degrees in peace and conflict studies:

Senate approved and recommends the board of governors to approve the proposal for a joint master's degree in peace and conflict studies.

THE GOVERNING DOCUMENTS OF THE UNIVERSITY OF MANITOBA GRADUATE STUDENTS' ASSOCIATION

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Definitions

In these and all other bylaws and subsidiary documents of the Corporation, unless the context otherwise requires or specifies:

- i. “Academic term”, and any reference thereto, means the inclusive duration spanning the Summer, Fall and Winter terms, in that order and limited to one cycle.
- ii. “Act” means the Corporations Act (Manitoba) and any Act that may be substituted therefore, as from time to time amended.
- iii. “Articles” means the articles of the Corporation upon which is endorsed the certificate of the incorporation dated the third day of July, 2001, as from time to time amended, supplemented or rested.
- iv. “the Association”, “GSA”, and any such reference thereto, means the University of Manitoba Graduate Students’ Association.
- v. “Bylaws”, whether in the majuscule or miniscule, singular or plural, and any such reference thereto, means the whole or part of the Bylaws of the University of Manitoba Graduate Students’ Association, as context requires, unless otherwise explicitly indicated. One such indication shall be “HSGSA Bylaws”, whereby “HSGSA Bylaws” means Health Science Graduate Students’ Association Bylaws, which are subsidiary to the Bylaws of the University of Manitoba Graduate Students’ Association. In any cases of doubt the Bylaws of the University of Manitoba Graduate Students’ Association shall be taken as the controlling bylaws.
- vi. “Committee” means a subsidiary body of Council organized to attend to the matters of the Association.
- vii. “Constitution” means the Constitution of the University of Manitoba Graduate Students’ Association.
- viii. “Council” means the University of Manitoba Graduate Students’ Association Council.
- ix. “Executive term”, and any reference thereto, means the inclusive period of office for the sitting Executive spanning May 1 to April 30, limited to one cycle.
- x. “Health Sciences Caucus” means the Health Science Graduate Students’ Association Caucus, a subgroup of the Association organized to coordinate members’ actions, choose group policy, and/or nominate candidates for various offices.
- xi. “HSGSA” means the Health Sciences Graduate Students’ Association.

- xii. "Membership" means the act of being registered as a graduate student at the University of Manitoba.
- xiii. "Referendum", and any such reference thereto, means a decision made by the membership of the Association in a balloted vote organized and held in accordance with the Bylaws and Constitution of the Association.
- xiv. "UMSU" means the undergraduate body of the University of Manitoba Students' Union.
- xv. All terms contained in the Bylaws and which are defined in the Act shall have the meanings given to such terms in the Act.
- xvi. In all bylaws of the Corporation, where the context so requires or permits, the singular shall include the plural and the plural the singular; the word "person" shall include an individual, partnership, corporation, executor, administrator and legal representative.

Bylaws

1. BYLAW ON THE BYLAWS

1.1. BYLAW AVAILABILITY

1.1.1. AVAILABILITY OF HARDCOPIES

A hardcopy of the most recent Bylaws shall be available at all times in the General Office of the Association.

1.1.2. AVAILABILITY OF ELECTRONIC COPIES

An electronic copy of the most recent Bylaws shall be available at all times on the Association website.

1.1.3. AVAILABILITY AT GENERAL MEETINGS

A copy of the most recent Bylaws shall be made available to all members at the General Meeting.

1.2. BYLAW REFERENCE

From the date of passage of this Bylaw, the Bylaws shall be referred to by their date of passage into force by the Association in the following format: the numeral of the Bylaw separated by a dash from the day's date, separated by a dash from the numeral of the month of the year, separated by a dash from the last two digits of the current year.

1.3. BYLAW TITLING

Each bylaw shall have a succinct and meaningful title reference.

1.4. BYLAW SEQUENCING

1.4.1. NUMBERING

Each bylaw of the Bylaws shall be consecutively numbered.

1.4.2. LETTERING

When a given bylaw requires a subset for the purposes of clarity, subsets of each bylaw shall be consecutively lettered so as to distinguish them from individual bylaws.

1.5. BYLAW INDEXING

A proper index shall be maintained and appended to the Bylaws that clearly lays out sequencing, titles and page numbers for ease of access.

2. BYLAW ON ELECTIONS

2.1. ELECTIONS PROCEDURE

Elections shall be held in accordance with the Constitution (ARTICLE IV) and the Election Policy Manual (to be developed).

2.2. THIRD PARTIES

No third parties shall participate in Association elections.

2.3. AUTHORITY

Elections shall be supervised by a Chief Returning Officer, acting on behalf of an Elections or By-Elections Committee, and in accordance with the Constitution and the Elections Policy Manual.

3. BYLAW ON REFERENDUMS

3.1. REFERENDA PROCEDURE

Referenda shall be held in accordance with the Constitution (ARTICLE VII).

3.2. REFERENDA INITIATION

Referenda shall be initiated by:

- a) a resolution of the Executive Board; or
- b) a resolution passed by two-thirds (2/3^{rds}) of Council; or
- c) a petition signed by at least fifty (50) members of the Association.

3.3. REFERENDA PHRASING

Referenda questions shall be phrased by the Executive Committee. However, where a referendum is initiated by petition, the phrasing shall not alter the original intent of the petition.

3.4. REFERENDA BALLOTING

Referenda balloting shall be organized by the Elections Committee, which is appointed by and is responsible to Council, in accordance with the Constitution (ARTICLE IV).

3.5. REFERENDA AUTHORITY

Council shall not have the power to void a valid referendum held in accordance with the Constitution. In the event that a referendum involves less than the required quorum of eligible voters as stipulated in ARTICLE VII of the Constitution, the results shall be considered as advice that is in no way binding to Council.

4. BYLAW ON A VOTE OF NON-CONFIDENCE

4.1. INTENTION

The Council shall have the right to pass a vote of non-confidence against any member of the Executive.

4.2. ARRANGEMENT OF THE VOTE

A special meeting of Council shall be arranged for a vote of non-confidence.

4.3. NOTICE OF THE VOTE

Notice shall be given in writing, shall state the reason for the vote, shall be signed by at least five elected members of Council, and shall be presented to the Executive two weeks before the special meeting of Council at which the vote is to take place.

4.4. CAPACITY OF THE EXECUTIVE IN QUESTION

The Executive member(s) against whom the non-confidence motion is moved shall not sit in any official capacity at the special meeting of Council, but will retain voting privileges and shall be given an opportunity to respond to the allegations against them.

4.5. PROCEDURE FOR A VOTE OF NON-CONFIDENCE

The vote of non-confidence shall be taken by a secret ballot and be passed by a simple majority vote of total Council membership voting in favour of the motion of non-confidence.

4.6. FILLING OF A VACANCY AS A RESULT OF A VOTE OF NON-CONFIDENCE

In the event of a successful vote of non-confidence against any member of the Executive, the vacancy shall be filled in accordance with ARTICLE IV of the Constitution and Bylaw 2.

5. BYLAW ON COMMITTEES

5.1. INTENTION

The Association shall utilize the authority of Council to strike committees in order to ensure the proper and efficient functioning of both Council and the Association. The Association shall further invest itself, through representation, on relevant committees of the University of Manitoba.

5.2. TYPES OF COMMITTEES

5.2.1. INTERNAL/EXTERNAL

Committees organized by and subsidiary to Council and/or the Association shall be considered internal committees. Committees on which the Association is represented but which are not subsidiary to Council and/or the Association shall be considered external committees.

5.2.2. STANDING/AD HOC

Internal committees shall be further divided into standing committees and ad hoc committees. Standing committees are continuous committees organized to attend to the on-going and general interests of the Association. Ad hoc committees are

committees struck, from time to time, with the express purpose of accomplishing a given task, as mandated by either Council or the Association.

5.3. AUTHORITY OF COMMITTEES

Only internal committees have authority over the functioning of the Association. Internal Committees shall operate in accordance with the Association Committee Policy Manual (to be developed).

5.4. REPORTING AND RECOMMENDING AUTHORITY

When asked to report or recommendation to Council, reports or recommendations of committees shall be taken as information for Council. By virtue of being presented, the reports or recommendations shall be deemed accepted by Council.

5.5. MOTIONS FROM COMMITTEES

Recommendations that entail an action of the Association shall be put forward as a motion to Council. Council shall then vote on the motion.

6. BYLAW ON FINANCES

6.1. HONORARIA OF EXECUTIVE MEMBERS

6.1.1. SALARY

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

- a) President, \$8,400.00CAD total;
- b) Vice President (Academic), \$8,400.00CAD total;
- c) Vice President (External), \$8,400.00CAD total;
- d) Vice President (HSGSA), \$4,200.00CAD total;
- e) Vice President (Internal), \$8,400.00CAD total;
- f) Senators, \$1,800.00CAD per Senator;
- g) Executive-At-Large, \$1,800.00CAD total.

6.1.2. PAYMENT

Amounts shall be paid in twelve (12) equal monthly instalments for all Executive members who are paid on a per-annum basis.

6.1.3. TAXATION

The Association shall accord with Canadian Taxation law, such that:

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

6.1.4. CHANGE TO HONORARIA

Amounts of Executive honoraria shall only be changed by a 2/3 majority vote of a General Meeting held prior to May 1, and such changes will apply only to the following year's Executive honoraria.

6.2. THE BUDGET

The budget of the Association shall first be presented to and considered by Council on or before May 31 of the current executive term. A six month review will occur at the November meeting of Council.

6.3. SIGNING AUTHORITY

Cheques issued by the Association shall be signed by, excluding the payee, any two of:

- a) The President of the Association;
- b) The Vice President (Internal) of the Association;
- c) The Vice President (External) of the Association.

7. BYLAW ON THE HEALTH SCIENCES CAUCUS

7.1. INTENTION OF THE ASSOCIATION

The Health Sciences Caucus has been determined to attend to the difficulties that arise geographically in the organizing for, representation of and communication between members of the Association who have as their base the University of Manitoba Fort Garry Campus and the University of Manitoba Bannatyne Campus or St. Boniface Research Centre.

7.2. ORGANIZATION OF THE CAUCUS

7.2.1. HEALTH SCIENCES GRADUATE STUDENTS ASSOCIATION

The membership of the Association whose graduate program departments have as their base the University of Manitoba Bannatyne Campus or St. Boniface Research Center shall be further organized into a subsidiary group of the Association to be known as "the Health Sciences Graduate Students' Association".

7.2.2. DEPARTMENT REPRESENTATION

Each department shall elect one member to serve as a departmental representative.

7.2.3. HEALTH SCIENCES CAUCUS

Departmental representatives shall be organized into a caucus of the Association organized to coordinate members' actions, choose group policy, and nominate candidates for various offices. This caucus shall be known as "the Health Sciences Caucus".

7.2.4. REGISTRATION OF DEPARTMENTAL REPRESENTATIVES

The names, student numbers and signatures of all members of the Health Science Caucus shall be registered and kept on file at the Office of the Association for the purposes of proxy voting. No proxy voting can occur without this record.

7.2.5. OPERATING BYLAWS

The Health Sciences Caucus shall operate as per the HSGSA Bylaws.

7.2.6. GOVERNING BYLAWS

In any cases where there is a contradiction or perceived contradiction between the Bylaws and the HSGSA Bylaws, the Bylaws shall be taken as the controlling bylaws.

7.3. AUTHORITY OF THE CAUCUS

7.3.1. HSGSA PRESIDENT

The Health Sciences Graduate Students' Association shall elect a member as President of the Health Sciences Graduate Students' Association.

7.3.2. HEALTH SCIENCES CAUCUS CHAIR

The President of the Health Sciences Graduate Students' Association shall serve as Chairperson of the Health Sciences Caucus.

7.3.3. REPRESENTATION TO THE ASSOCIATION

The Chairperson of the Health Sciences Caucus shall act as representative to the Association, in the capacity of Vice-President (Health Sciences Caucus) of the Association, at all meetings of Council as well as all General Meetings.

7.3.4. PROXY VOTING

The Chairperson of the Health Sciences Caucus shall be entitled to cast written proxy votes for Health Science Caucus members not present at Council provided:

- a) The written proxy vote is approved by the Chairperson of Council prior to the Call to Order of the meeting for which the vote is to be cast.
- b) The full name, student number, and signature match the record of the members of the Health Sciences Caucus kept at the Office of the Association.
- c) The record of the members of the Health Sciences Caucus has been in standing for seventy-two (72) hours.
- d) The proxy vote is submitted using a registered proxy vote form.

7.4. FINANCES OF THE CAUCUS

7.4.1. OPERATING BUDGET

7.4.1.1. DISBURSEMENT

The Health Sciences Caucus shall receive a disbursement from the Association for the day-to-day operations of the Health Sciences Graduate Students' Association.

7.4.1.2. ALLOCATION

The Operating Budget shall contain allocation monies to ensure, but not limited to:

- a) The continued operation of the GSA Health Sciences Campus Office.
- b) Funding of elections for positions specified in the HSGSA Bylaws.
- c) Costs of materials related to the effective representation of members on Association Committees.
- d) Cost of academic events hosted by the HSGSA.
- e) Cost of social events hosted by the HSGSA.

7.4.1.3. JOINT FUNDING INITIATIVES

Funding initiatives involving both the Association and the Health Sciences Caucus may be considered at the discretion of the Association and its Health Sciences Caucus.

7.4.1.4. REVIEW

The budget for the Health Sciences Students' Association will be set at the beginning of each fiscal year and a copy forwarded by the President of the Health Sciences Graduate Students' Association to the Executive Committee of the Association as a report for information.

7.4.2. DISPERSAL OF DEPARTMENTAL GRANTS

Departmental grants for the Health Sciences Caucus shall be dispersed by the Association as per the provisions of the HSGSA Bylaws.

7.5. AUDITING

The Association reserves the right to examine any concerns raised by Health Sciences Caucus members or general members of the Association as to the organization of the Health Science Caucus, the operations of the Health Science Caucus, and/or the utilization and disbursement of funds allocated to the Health Science Caucus.

THE UNIVERSITY OF MANITOBA GRADUATE STUDENTS' ASSOCIATION COMMITTEE POLICY MANUAL

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Definitions

In these and all other bylaws and subsidiary documents of the Corporation, unless the context otherwise requires or specifies:

- i. "Academic term", and any reference thereto, means the inclusive duration spanning the Summer, Fall and Winter terms, in that order and limited to one cycle.
- ii. "Act" means the Corporations Act (Manitoba) and any Act that may be substituted therefore, as from time to time amended.
- iii. "Articles" means the articles of the Corporation upon which is endorsed the certificate of the incorporation dated the third day of July, 2001, as from time to time amended, supplemented or rested.
- iv. "the Association", "GSA", and any such reference thereto, means the University of Manitoba Graduate Students' Association.
- v. "Bylaws", whether in the majuscule or miniscule, singular or plural, and any such reference thereto, means the whole or part of the Bylaws of the University of Manitoba Graduate Students' Association, as context requires, unless otherwise explicitly indicated. One such indication shall be "HSGSA Bylaws", whereby "HSGSA Bylaws" means Health Science Graduate Students' Association Bylaws, which are subsidiary to the Bylaws of the University of Manitoba Graduate Students' Association. In any cases of doubt the Bylaws of the University of Manitoba Graduate Students' Association shall be taken as the controlling bylaws.
- vi. "Committee" means a subsidiary body of Council organized to attend to the matters of the Association.
- vii. "Constitution" means the Constitution of the University of Manitoba Graduate Students' Association.
- viii. "Council" means the University of Manitoba Graduate Students' Association Council.
- ix. "Executive term", and any reference thereto, means the inclusive period of office for the sitting Executice spanning May 1 to April 30, limited to one cycle.
- x. "Health Sciences Caucus" means the Health Science Graduate Students' Association Caucus, a subgroup of the Association organized to coordinate members' actions, choose group policy, and/or nominate candidates for various offices.
- xi. "HSGSA" means the Health Sciences Graduate Students' Association.
- xii. "Membership" means the act of being registered as a graduate student at the University of Manitoba.
- xiii. "UMSU" means the undergraduate University of Manitoba Students' Union.
- xiv. All terms contained in the Bylaws and which are defined in the Act shall have the meanings given to such terms in the Act.
- xv. In all bylaws of the Corporation, where the context so requires or permits, the singular shall include the plural and the plural the singular; the word "person" shall include an individual, partnership, corporation, executor, administrator and legal representative.

Committees

1. STANDING COMMITTEES

1.1. AWARDS COMMITTEE

1.1.1. MEMBERSHIP

- a) The Vice President (Academic) of the Association as Chairperson.
- b) The President of the Association.
- c) The Vice President (External) of the Association.
- d) One HSGSA designate.
- e) One Senator of the Association.
- f) The Dean of the Faculty of Graduate Studies, or designate.
- g) No fewer than eight representatives of the Association, with two representatives, one Master's and one Doctoral candidate, from each of the following disciplines:
 - i. Humanities: i.e. History, English, Philosophy, French and Spanish, Religion, German, Icelandic, Near Eastern and Judaic Studies, Slavic Studies, Classics, etc.
 - ii. Social Sciences: i.e. Economics, Psychology, Sociology, Anthropology, Geography, Political Studies, etc.
 - iii. Natural and Agricultural Sciences: i.e. Geological Sciences, Human Ecology, Mathematics, Statistics, Microbiology, Chemistry, Physics, Biological Sciences and Agriculture, etc.
 - iv. Professional Studies: i.e. Administrative Studies, Computer Science, Engineering, Education, Architecture, Law, Medicine, Dentistry, Pharmacy, Social Work, etc.
- h) No department can have a representative for more than two consecutive years.

1.1.2. MANDATE

- a) Select the Graduate Teaching Award recipient.
- b) Form a GSA Master's Award Subcommittee.
 - i. The GSA Master's Award Subcommittee is to be composed of six members and will evaluate the Master's applications for the GSA Award and select the GSA Master's Award recipient.
 - ii. A representative from the Office of Private Funding will act as a non-voting resource to the Committee.
 - iii. The Vice President (Academic) will serve as Chairperson.
 - iv. Only one member from a department can serve on the GSA Master's Award Subcommittee.
 - v. No more than two Subcommittee members can come from one of the above disciplines.

- vi. In the event that one or more Executive members come from the same department or discipline, a Council member shall replace the Executive member(s) such that 1.1.2.b.iv. and 1.1.2.b.v. hold.
 - vii. The Subcommittee should reflect diversity in the levels of study of its members, with a balanced mix of Master's and Doctoral students.
- c) Form a GSA Doctoral Award Subcommittee.
- i. The GSA Doctoral Award Subcommittee is to be composed of six members and will evaluate the Doctoral applications for the GSA Award and will select the GSA Doctoral Award recipient.
 - ii. A representative from the Office of Private Funding will act as a non-voting resource to the Committee.
 - iii. The Vice President (Academic) will serve as Chairperson.
 - iv. Only one member from a department can serve on the GSA Doctoral Award Subcommittee.
 - v. No more than two Subcommittee members can come from one of the above disciplines.
 - vi. In the event that one or more Executive members come from the same department or discipline, a Council member shall replace the Executive member(s) such that 1.1.2.c.iv. and 1.1.2.c.v. hold.
 - vii. The Subcommittee should reflect diversity in the levels of study of its members, with a balanced mix of Master's and Doctoral students.
- d) Each Subcommittee must be approved by Council; if there are any concerns, it will then be the mandate of the nonexecutive members of the Internal Development and Review Committee to find the appropriate solution.
- e) Organize and put on the GSA Awards luncheon where:
- i. The Graduate Teaching Award will be presented.
 - ii. Recipients of the past term's GSA Awards will present their research, or some portion thereof.
 - iii. All members are to be invited.
- f) Conduct an annual review of 1.1 of this manual for presentation at the April meeting of the Bylaws and Policy Committee.
- g) The purpose of the review is to ensure that:
- i. All documents and forms published by the Awards Committee are current to the upcoming granting year.
 - ii. No discrepancies exist between applications and their governing subsections within 1.1 of this manual.

1.1.3. MEETINGS

- a) The Awards Committee shall meet in September to form the GSA Master's Award Subcommittee and the GSA Doctoral Award Subcommittee.
- b) At that time, the Committee shall determine a meeting schedule for each academic term.

1.1.4. REPORTING AND AUTHORITY

- a) The Chairperson shall report to the Council at each scheduled monthly meeting to provide an update on Awards Committee and Awards Subcommittee activities.

1.2. BYLAWS AND POLICY COMMITTEE

1.2.1. MEMBERSHIP

- a) The Vice President (Internal) of the Association as Chairperson.
- b) The President of the Association.
- c) The Vice President (Academic) of the Association.
- d) One HSGSA designate.
- e) One Senator of the Association.
- f) No fewer than six representatives of the Association, with at least one representative from each of the following disciplines:
 - i. Humanities: i.e. History, English, Philosophy, French and Spanish, Religion, German, Icelandic, Near Eastern and Judaic Studies, Slavic Studies, Classics, etc.
 - ii. Social Sciences: i.e. Economics, Psychology, Sociology, Anthropology, Geography, Political Studies, etc.
 - iii. Natural and Agricultural Sciences: i.e. Geological Sciences, Human Ecology, Mathematics, Statistics, Microbiology, Chemistry, Physics, Biological Sciences and Agriculture, etc.
 - iv. Professional Studies: i.e. Administrative Studies, Computer Science, Engineering, Education, Architecture, Law, Medicine, Dentistry, Pharmacy, Social Work, etc.
- g) The Executive-at-Large as a non-voting resource member.

1.2.2. MANDATE

- a) Operate as per Article X of the Constitution.
- b) Develop and maintain all legislative documents for the Association.
- c) Develop and maintain the following:
 - i. Legislation (including the Bylaws and the Constitution).
 - ii. Policy (including the Financial Policy Manual).
 - iii. Administration (including a Terms of Reference for Non-GSA Committees).
 - iv. Develop and maintain all legislative documents for the Association.
- d) Present an annual review of the governing documents of the Association.

1.2.3. MEETINGS

- a) The Bylaws and Policy Committee shall meet in September and in January to determine a meeting schedule for each academic term.

1.2.4. REPORTING AND AUTHORITY

- a) The Chairperson shall report to Council at each scheduled monthly meeting to provide an update on Bylaws and Policy Committee activities.

1.3. EVENTS COMMITTEE

1.3.1. MEMBERSHIP

- a) The Vice President (External) of the Association as Chairperson.
- b) The President of the Association.
- c) The Vice President (Academic) of the Association.
- d) One HSGSA designate.
- e) One Senator of the Association.
- f) No fewer than four representatives of the Association, to include:
 - i. No fewer than two Councillors of the Association.
 - ii. No fewer than two non-Councillors members of the Association.

1.3.2. MANDATE

- a) To implement campaigns on behalf of Council.
- b) To organize and put on academic events, including but not limited to the GSA Speaker Series and the GSA Seminar Series.
- c) To organize and put on non-academic events, including but not limited to Welcome Back Week / Orientation.

1.3.3. MEETINGS

- a) The Events Committee will meet a minimum of once per month.

1.3.4. REPORTING AND AUTHORITY

- a) The Chairperson shall report to the Council at each scheduled monthly meeting to provide an update on Events Committee activities.

1.4. EXECUTIVE COMMITTEE

1.4.1. MEMBERSHIP

- a) The President of the Association as Chairperson.
- b) The Vice President (Academic) of the Association.
- c) The Vice President (External) of the Association.
- d) The Vice President (Health Sciences) of the Association.
- e) The Vice President (Internal) of the Association.
- f) Three Senators of the Association.
- g) The Vice President (External) of the Association.
- h) The Executive-at-Large as a non-voting resource member.

1.4.2. MANDATE

- a) Operate in accordance with Article V.1 of the Constitution.
- b) Review all documents to be submitted to Council.
- c) Refer items to the relevant Committee when deemed appropriate.

- d) Refer items directly to Council when deemed appropriate.
- e) Set the agenda for each Council meeting.

1.4.3. MEETINGS

- a) The Executive Committee shall meet a minimum of once per month.

1.4.4. REPORTING AND AUTHORITY

- a) Where not explicitly outlined through the agenda, the Chairperson shall report to Council at each scheduled monthly meeting to provide an update on Committee activities.

1.5. FINANCE COMMITTEE

1.5.1. MEMBERSHIP

- a) The Vice President (Internal) of the Association as Chairperson.
- b) The President of the Association.
- c) The Vice President (External) of the Association.
- d) One HSGSA designate.
- e) One Senator of the Association.
- f) Four representatives of the Association, with one representative from each of the following disciplines:
 - i. Humanities: i.e. History, English, Philosophy, French and Spanish, Religion, German, Icelandic, Near Eastern and Judaic Studies, Slavic Studies, Classics, etc.
 - ii. Social Sciences: i.e. Economics, Psychology, Sociology, Anthropology, Geography, Political Studies, etc.
 - iii. Natural and Agricultural Sciences: i.e. Geological Sciences, Human Ecology, Mathematics, Statistics, Microbiology, Chemistry, Physics, Biological Sciences and Agriculture, etc.
 - iv. Professional Studies: i.e. Administrative Studies, Computer Science, Engineering, Education, Architecture, Law, Medicine, Dentistry, Pharmacy, Social Work, etc.
- g) The Executive at Large as a non-voting resource member.

1.5.2. MANDATE

- a) As per Article III.5.d of the Constitution, oversee the disbursement of grants and donations for the Association.
- b) Honorariums for Executives are explicitly excluded from the purview of the Finance Committee and are governed by bylaw 6.1.
- c) Make policy recommendations regarding subsections of 1.5 of this manual, the Financial Policy Manual and the design of all grant and donation application forms.
- d) Conduct an annual review of 1.5 of this manual for presentation at the April meeting of the Bylaws and Policy Committee.
- e) The purpose of the review is to ensure that:

- i. 1.5 of this manual and the Financial Policy Manual are current and reflect current practice.
- ii. All documents and forms published by the Committee are current to the upcoming granting year.
- iii. No discrepancies exist between applications and their governing subsections within 1.5 of this manual and Financial Policy Manual.

1.5.3. MEETINGS

- a) The Finance Committee will meet a minimum of once per month.

1.5.4. REPORTING AND AUTHORITY

- a) The Chairperson shall report to the Council at each scheduled monthly meeting to provide an update on Finance Committee activities.

1.6. INTERNAL DEVELOPMENT AND REVIEW COMMITTEE

1.6.1. MEMBERSHIP

- a) The President of the Association as Chairperson.
- b) The Vice President (Internal) of the Association.
- c) One HSGSA designate.
- d) One Senator of the Association.
- e) No fewer than six representatives of the Association, with at least one representative from each the following disciplines:
 - i. Humanities: i.e. History, English, Philosophy, French and Spanish, Religion, German, Icelandic, Near Eastern and Judaic Studies, Slavic Studies, Classics, etc.
 - ii. Social Sciences: i.e. Economics, Psychology, Sociology, Anthropology, Geography, Political Studies, etc.
 - iii. Natural and Agricultural Sciences: i.e. Geological Sciences, Human Ecology, Mathematics, Statistics, Microbiology, Chemistry, Physics, Biological Sciences and Agriculture, etc.
 - iv. Professional Studies: i.e. Administrative Studies, Computer Science, Engineering, Education, Architecture, Law, Medicine, Dentistry, Pharmacy, Social Work, etc.
- f) The Executive at Large as a non-voting resource member.

1.6.2. MANDATE

- a) Address all matters requiring ethical consideration within the Association.
- b) Review and provide Council with direction on any material or issue Council calls into question regarding conduct or policy.
- c) Oversee the Association's continued development of, and adherence to, the GSA Award terms of reference in order to ensure the best distribution as more monies become available, with special consideration given to developing new award categories.

- d) Form an Internal Development and Review Subcommittee to perform the bi-annual review of the current Executive.
 - i. The Internal Development and Review Subcommittee shall include only those six non-Executive members of the Internal Development and Review Committee outlined in 1.6.1.e of this manual.
 - ii. Should the HSGSA designate have no standing on either the Executive or the HSGSA Executive, that member is to be included in the Internal Development and Review Subcommittee, for a total maximum of seven members.
 - iii. The Internal Development and Review Subcommittee shall elect its own Chairperson from its membership.
 - iv. The Internal Development and Review Subcommittee shall perform the bi-annual review of the Executive, with special regard to attendance and participation.
 - v. The first review is to occur in November of the term under review.
 - vi. The second review is to occur in March of the term under review.
 - vii. Make recommendations to Council for the development and maintenance of the review process, including but not limited to 1.6 of this manual.
- e) It is the responsibility of the President of the Association to turn over all GSA review documents to the Chairperson of the Internal Development and Review Subcommittee by November 1 of the Executive term under review and to continue to supply the Chairperson with required documents as they become available until such a time the Subcommittee has completed its review.
- f) It is the responsibility of the HSGSA designate to turn over all HSGSA review documents to the Chairperson of the Internal Development and Review Subcommittee by November 1 of the Executive term under review and to continue to supply the Chairperson with required documents as they become available until such a time the Subcommittee has completed its review.

1.6.3. MEETINGS

- a) The Internal Development and Review Committee shall meet in September to form the Internal Development and Review Subcommittee.
- b) The Internal Development and Review Committee shall meet in September to determine a meeting schedule for non-Subcommittee meetings for each academic term.
- c) The Committee shall meet no fewer than twice per academic term.
- d) The Internal Development and Review Committee shall determine its own meeting parameters and schedule.

1.6.4. REPORTING AND AUTHORITY

- a) The Chairperson of the Internal Development and Review Committee shall report to Council at each scheduled monthly meeting to provide an update on Committee activities.
- b) The Chairperson of the Internal Development and Review Subcommittee shall present the Internal Development and Review Subcommittee's findings as per the first review at the January meeting of Council of the Executive term under review.
- c) The Chairperson of the Internal Development and Review Subcommittee shall present the Internal Development and Review Subcommittee's findings as per the second review at the April meeting of Council of the Executive term under review.

2. AD HOC COMMITTEES

2.1. BY-ELECTION COMMITTEE

2.1.1. MEMBERSHIP

- a) Four members of the Association.

2.1.2. MANDATE

- a) Operate as per Article IV of the Constitution.
- b) Operate as per bylaw 2.
- c) No GSA By-Election Committee member shall be considered eligible to run in a GSA By-Election for any Executive position.
- d) The By-Election Committee shall select from its membership one person to serve as Chief Returning Officer for the GSA By-Election.
- e) The Chief Returning Officer for a GSA By-Election shall have the duty to ensure the GSA By-Election follows the policy and procedures outlined in Article IV of the Constitution, bylaw 2, and 2.1 of this manual.
- f) The GSA By-Election Committee shall be dissolved by Council subsequent to the execution of their duties.

2.1.3. MEETINGS

- a) Subsequent to the selection of a Chief Returning Officer for the GSA By-Election, a GSA By-Election Committee shall meet a minimum of once per week during the GSA By-Election Period at times and dates to be established by the Chief Returning Officer of the GSA By-Election.

2.1.4. REPORTING AND AUTHORITY

- a) The Chief Returning Officer of a GSA By-Election shall report the results of the GSA By-Election at the first meeting of Council following the GSA By-Election.

2.2. GENERAL ELECTION COMMITTEE

2.2.1. MEMBERSHIP

- a) Four members of the Association.

2.2.2. MANDATE

- a) The GSA General Election Committee shall be struck by Council no later than the January meeting of Council.
- b) Operate as per Article IV of the Constitution.
- c) Operate as per bylaw 2.
- d) No GSA General Election Committee member shall be considered eligible to run in the GSA General Election for any Executive position.
- e) The General Election Committee shall select from its membership one person to serve as Chief Returning Officer for the GSA General Election.
- f) The Chief Returning Officer for the GSA General Election shall have the duty to ensure the GSA General Election follows the policy and procedures outlined in Article IV of the Constitution, bylaw 2, and 2.2 of this manual.
- g) The GSA General Election Committee shall be dissolved by Council subsequent to the execution of their duties.

2.2.3. MEETINGS

- a) The GSA General Election Committee shall meet no later than the first Friday subsequent to the January meeting of Council to elect a Chief Returning Officer for the GSA General Election.
- b) Subsequent to the selection of a Chief Returning Officer for the GSA General Election, the GSA General Election Committee shall meet a minimum of once per week during the GSA General Election Period at times and dates to be established by the Chief Returning Officer of the GSA General Election.

2.2.4. REPORTING AND AUTHORITY

- a) The Chief Returning Officer of the GSA General Election shall report the results of the GSA By-Election at the March meeting of Council following the GSA General Election.

2.3. SELECTION COMMITTEE

2.3.1. MEMBERSHIP

- a) The President of the Association as Chairperson.
- b) The Vice President (Internal) of the Association.
- c) One HSGSA designate.
- d) One Senator of the Association.
- e) Three representatives of the Association.

2.3.2. MANDATE

- a) A Selection Committee shall be struck by Council when there is to be a decision made as to the hiring or appointment of GSA employees.
- b) The Selection Committee shall hire GSA employees except those otherwise specified in the Bylaws.
- c) Subsequent mandates as per the intentions of Council shall be determined when the Selection Committee is struck.
- d) The Selection Committee shall be dissolved by Council subsequent to the execution of their duties.

2.3.3. MEETINGS

- a) The Selections Committee shall meet as required for the hiring of GSA employees.

2.3.4. REPORTING AND AUTHORITY

- a) The Chairperson of the Selection Committee shall submit the Selection Committee's final decision to Council for approval at the first meeting of Council subsequent to the Selection Committee's final decision.
- b) The Chairperson of the Selection Committee shall submit a report on the progress of the Selection Committee to Council only in the event that the Selection Committee requires an amendment or dissolution of a Council mandate in order to successfully execute the duties of the Selection Committee, or should the mandate from Council require such report(s) of progress.

3. EXTERNAL COMMITTEES

3.1. GRADUATE STUDIES FACULTY COUNCIL

3.1.1. MEMBERSHIP

- a) Fourteen members of the Association to include:
 - i. The President of the Association as an ex-officio member; and
 - ii. The Vice President (Academic) of the Association as an ex-officio member; and
 - iii. One Council representative of the Association; and
 - iv. One non-Council representative of the Association; and
 - v. Two representatives of the Association from Humanities departments; and
 - vi. Two representatives of the Association from Social Science departments; and
 - vii. Two representatives of the Association from Health Sciences departments; and
 - viii. Two representatives of the Association from Agricultural Science departments; and
 - ix. Two representatives of the Association from Natural Science departments.

3.1.2. MANDATE

- a) The President of the Association is to forward the names of the fourteen members of the Association selected to sit on the Graduate Studies Faculty Council to the Faculty of Graduate Studies by July 1.
- b) The Graduate Studies Faculty Council will vote to authorize the Dean of Graduate Studies to fill vacant member positions at the first meeting subsequent to that date.
- c) Each representative shall be elected for a term of one year.
- d) No representative shall be elected for more than two consecutive terms.
- e) Members of the Graduate Studies Faculty Council shall be entitled to attend all general meetings of the Faculty of Graduate Studies and have full rights of participation therein.

3.2. FACULTY OF GRADUATE STUDIES EXECUTIVE COMMITTEE

3.2.1. MEMBERSHIP

- a) The President of the Association as an ex-officio member.
- b) The Vice President (Academic) of the Association as an ex-officio member.
- c) One member of the Association selected from the membership of the Faculty of Graduate Studies Council.

3.2.2. MANDATE

- a) The President of the Association is to forward the names of the three members of the Association selected to sit on the Faculty of Graduate Studies Executive Committee to the Faculty of Graduate Studies by July 1.
- b) The Faculty of Graduate Studies Council will vote to authorize the Dean of Graduate Studies to fill vacant member position at the first meeting subsequent to that date.
- c) Each representative shall be elected for a term of one year.

3.3. FACULTY OF GRADUATE STUDIES APPEALS COMMITTEE

3.3.1. MEMBERSHIP

- a) Four members of the Association as full members of the Faculty of Graduate Studies Appeals Committee.
- b) Four members of the Association as alternate members for the Faculty of Graduate Studies Appeals Committee.

3.3.2. MANDATE

- a) The President of the Association is to forward the names of the four members of the Association selected to sit on and the four alternates for those members to the Faculty of Graduate Studies Appeals Committee to the Faculty of Graduate Studies by July 1.

- b) The Faculty of Graduate Studies Council will vote to authorize the Dean of Graduate Studies to fill vacant member position at the first meeting subsequent to that date.
- c) Each representative shall be elected for a term of one year term.
- d) The Vice-President (Academic) is not eligible for the Faculty of Graduate Studies Appeals Committee.
- e) No department is to have more than one representative as either a member on or alternate member for the Faculty of Graduate Studies Appeals Committee.

3.4. FACULTY OF GRADUATE STUDIES AWARDS COMMITTEE

3.4.1. MEMBERSHIP

- a) The Vice-President (Academic) of the Association.
- b) One representative of the Association from a Social Science or Humanities department.
- c) One representative of the Association from a Natural Science or Engineering department.

3.4.2. MANDATE

- a) The President of the Association is to forward the names of the three members of the Association selected to sit on the Faculty of Graduate Studies Appeals Committee to the Faculty of Graduate Studies by July 1.
- b) The Faculty of Graduate Studies Council will vote to authorize the Dean of Graduate Studies to fill vacant member position at the first meeting subsequent to that date.
- c) Each representative shall be elected for a term of one year term.

3.5. FACULTY OF GRADUATE STUDIES GUIDELINES AND POLICY COMMITTEE

3.5.1. MEMBERSHIP

- a) One representative of the Association.

3.5.2. MANDATE

- a) The President of the Association is to forward the name the member of the Association selected to sit on the Faculty of Graduate Studies Guidelines and Policy Committee to the Faculty of Graduate Studies by July 1.
- b) The Faculty of Graduate Studies Council will vote to authorize the Dean of Graduate Studies to fill vacant member position at the first meeting subsequent to that date.
- c) Each representative shall be elected for a term of one year term.

3.6. FACULTY OF GRADUATE STUDIES PROGRAMS AND PLANNING COMMITTEE

3.6.1. MEMBERSHIP

- a) One representative of the Association.

3.6.2. MANDATE

- a) The President of the Association is to forward the name of the member of the Association selected to sit on the Faculty of Graduate Studies Programs and Planning Committee to the Faculty of Graduate Studies by July 1.
- b) The Faculty of Graduate Studies Council will vote to authorize the Dean of Graduate Studies to fill vacant member position at the first meeting subsequent to that date.
- c) Each representative shall be elected for a term of one year term.

3.7. SENATE

3.7.1. MEMBERSHIP

- a) Three Senators of the Association as voting members of Senate.
- b) The President of the Association, or designate, as an ex-officio assessor to Senate.

3.7.2. MANDATE

- a) In the event that a designate is selected, that designate shall be the Vice-President (Academic) of the Association.
- b) The President of the Association shall forward the names of the members of the Association selected to serve on Senate to the Office of the University President in April.

3.8. SENATE EXECUTIVE COMMITTEE

3.8.1. MEMBERSHIP

- a) The President of the Association, or designate, as an ex-officio assessor to Senate.

3.8.2. MANDATE

- a) In the event that a designate is selected, that designate shall be the Vice-President (Academic) of the Association.
- b) The President of the Association shall forward the name of the member of the Association selected to serve on Senate Executive Committee to the Office of the University President in April.

3.9. SENATE COMMITTEE ON ACADEMIC COMPUTING

3.9.1. MEMBERSHIP

- a) Two representatives of the Association.

3.9.2. MANDATE

- a) The President of the Association shall forward the names of the members of the Senate Committee on Academic Computing to the Student Nominating Committee in September.
- b) Each representative shall have the option of serving a two year term.

3.10. SENATE COMMITTEE ON ANIMAL CARE

3.10.1. MEMBERSHIP

- a) One representative of the Association.

3.10.2. MANDATE

- a) The President of the Association shall forward the name of the member of the Senate Committee on Animal Care to the Student Nominating Committee in September.
- b) The representative shall have the option of serving a two year term.

3.11. SENATE COMMITTEE ON THE ETHICS OF RESEARCH INVOLVING HUMAN SUBJECTS

3.11.1. MEMBERSHIP

- a) One representative of the Association.

3.11.2. MANDATE

- a) The President of the Association shall forward the name of the member of the Senate Committee on the Ethics of Research Involving Human Subjects to the Student Nominating Committee in September.
- b) The representative shall have the option of serving a two year term.

3.12. SENATE COMMITTEE INSTRUCTION AND EVALUATION

3.12.1. MEMBERSHIP

- a) The Vice President (Academic) of the Association.
- b) Up to three additional members of the Association.

3.12.2. MANDATE

- a) UMSU and the Association share four seats on the Senate Committee on Instruction and Evaluation, of which a minimum of one is mandated to the Association.
- b) The President of the Association shall forward the name(s) of the member(s) of the Senate Committee on Instruction and Evaluation to the Student Nominating Committee in September.
- c) The representative(s) shall have the option of serving a two year term.

3.13. SENATE COMMITTEE LIBRARIES

3.13.1. MEMBERSHIP

- a) One member of the Association from a Social Science or Humanities department.
- b) One member of the Association from a Natural Science department.

3.13.2. MANDATE

- a) One of the two above representatives shall be a Senator of the Association.
- b) The President of the Association shall forward the names of the members of the Senate Committee on Libraries to the Student Nominating Committee in September.
- c) Each representative shall have the option of serving a two year term.

3.14. SENATE PLANNING AND PRIORITIES COMMITTEE

3.14.1. MEMBERSHIP

- a) The President of the Association, or designate.

3.14.2. MANDATE

- a) In the event that a designate is selected, that designate shall be a Senator of the Association.
- b) The President of the Association shall forward the name of the member of the Senate Planning and Priorities Committee to the Student Nominating Committee in September.

3.15. SENATE COMMITTEE ON UNIVERSITY RESEARCH

3.15.1. MEMBERSHIP

- a) One member of the Association from a Social Science or Humanities department.
- b) One member of the Association from a Natural Science department.

3.15.2. MANDATE

- a) One of the two above representatives shall be the Vice President (Academic) of the Association.
- b) The President of the Association shall forward the names of the members of the Senate Committee on University Research to the Student Nominating Committee in September.

3.16. JOINT SENATE COMMITTEE ON MASTER'S PROGRAMS

3.16.1. MEMBERSHIP

- a) One representative of the Association enrolled in a Joint Master's Program between the University of Manitoba and the University of Winnipeg.

3.16.2. MANDATE

- a) The President of the Association shall forward the name of the member of the Joint Senates Committee on Master's Programs to the Student Nominating Committee in September.
- b) The representative shall have the option of serving a two year term.

3.17. BUDGET ADVISORY COMMITTEE

3.17.1. MEMBERSHIP

- a) The President of the Association as an ex-officio member.

3.17.2. MANDATE

- a) There is no mandate at this time.

THE BYLAWS OF THE UNIVERSITY OF MANITOBA GRADUATE STUDENTS' ASSOCIATION

*As last amended at the
April 18th, 2007 Council Meeting of the Association*

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ADMINISTRATION

I. VOTE OF NO CONFIDENCE (4-30-09-87)

1. The Council shall have the right to pass a vote of non-confidence against any member of the Executive.
2. Except as stipulated in the Constitution, a Special meeting of Council shall be arranged for this purpose and a notice in writing shall be given by at least five elected members of the Council two weeks before the meeting, stating the reason for the non-confidence.
3. If the vote of non-confidence is against the President, the Council shall elect a member of Council as the Chairperson for the special meeting.
4. The Executive member against whom the non-confidence motion is moved shall not sit in their official capacity at the special meeting, but will retain voting privileges.
5. The said member of the Executive shall be given an opportunity to respond to the allegations against them.
6. The vote of non-confidence shall be taken by a secret ballot and be passed by a simple majority vote of total Council membership voting in favour of the motion of non-confidence.
7. In the event of a successful non-confidence motion against any member of the Executive, the vacancy shall be filled through a General by-election.

II. EXTERNAL COMMITTEE MEMBERSHIP

Preamble: There are many councils, committees and other bodies which have graduate student representation, which the Graduate Students' Association is responsible for providing. It is our most important means of affecting change in University policy, preserving the quality of our graduate programs and affirming the stature of the graduate student community. This Bylaw establishes the guidelines under which those positions are to be filled and will be updated according to Article III(5) of the Constitution of the Association.

1. Graduate Studies Faculty Council (14):
 - a. President of GSA (ex-officio);
 - b. Vice-President (Academic) of GSA (ex-officio);
 - c. Council representative on the Board of Graduate Studies;
 - d. Student-at-large on the Board of Graduate Studies;
 - e. Representatives from students in humanities departments (2);
 - f. Representatives from students in social science departments (2);
 - g. Representatives from students in health sciences departments (2);
 - h. Representatives from students in agricultural science departments (2);
 - i. Representatives from students in natural science departments (2).
2. Board of Graduate Studies (4):
 - a. President of GSA (ex-officio);
 - b. Vice-President (Academic) of GSA (ex-officio);
 - c. GSA Council representative;
 - d. Student-at-large representative.
3. Senate (Assessor) (1):
 - a. President of GSA (ex-officio).
4. Senate Executive (Assessor) (1):
 - a. President of GSA (ex-officio) or designate who shall be a GSA Senator.
5. University Research Committee of Senate (2):
 - a. one graduate student from a social science or humanities department
 - b. one graduate student from a hard science department;
 - c. one of the two above representatives shall be the Vice-President (Academic).
6. Senate Library Committee (2):
 - a. one graduate student from a social science or humanities department;
 - b. one graduate student from a hard science department;
 - c. one of the two above representatives shall be a GSA Senator.
7. Senate Planning and Priorities Committee (1):

- a. This position is not mandated but S.P.P.C. has a convention of insisting that one its three student members is a graduate student;
 - b. this graduate student shall be a GSA Senator.
- 8. Budget Advisory Committee (1):
 - a. President of GSA (ex officio);
- 9. Advisory Committee on Academic Fees (1):
 - a. President of GSA (ex officio).

III. BYLAWS OF THE UNIVERSITY OF MANITOBA GRADUATE STUDENTS ASSOCIATION. (CORPORATION NO. 4410882)

BE IT ENACTED AND IT IS HEREBY ENACTED as a by-law of the University of Manitoba Graduate Students' Association Inc. (hereinafter referred to as the "Corporation").

SECTION ONE

I Interpretation

- 1.-11 Definitions – In this by-law and all other by-laws and special resolutions of the Corporation, unless the context otherwise requires:
- (a) "Act" means the Corporations Act (Manitoba) and any Act that may be substituted therefore, as from time to time amended;
 - (b) "articles" means the articles of the Corporation upon which is endorsed the certificate of the incorporation dated the _____ day of _____, 2001, as from time to time amended, supplemented or rested and as the term articles is more particularly defined in the Act;
 - (c) "board" means the board of directors of the Corporation and is comprised of, but not limited to: (1) the President of the Graduate Students' Association; (2) the Vice-President of the Graduate Students' Association (Fort Garry Campus); (3) the Vice-President (Health Sciences Campus), and (4) the Vice-President (Finance) of the Graduate Students' Association, as elected pursuant to Article IV 1 (a) & Article IV 2 of the Constitution of the University of Manitoba Graduate Students' Association.
 - (d) "membership" means the act of being registered as a student in the University of Manitoba, Faculty of Graduate Studies OR being a member of the Board of Directors.

- 1.02 In all by-laws of the Corporation, where the context so requires or permits, the singular shall include the plural and the plural the singular; the word "person" shall include an individual, partnership, corporation, executor, administrator and legal representative, and the masculine shall include the feminine.

SECTION TWO

II Business of the Corporation

- 2.01 Any contract, document or other instrument in writing requiring execution by the Corporation shall be executed by any two of the President, the Vice-President (Fort-Garry Campus), the Vice-President (Health Sciences Campus), and the Vice-President (Finance), and all contracts, documents or other instruments in writing so executed shall be binding upon the Corporation without any further authorization or formality. The term "contracts, documents or other instruments in writing" as used in this by-law shall include specifically, without limitation, deeds, mortgages, charges, conveyances, releases, receipts and discharges for the payment of money or obligations, transfers and assignments of property of all kinds.
- 2.02 Banking Arrangements –The banking business of the Corporation shall be transacted with such chartered banks, trust companies, credit unions or other bodies corporate or organizations may, from time to time, be designated by, or under the authority of the board. Such banking business or any part thereof shall be transacted under such agreements, instructions, and delegations of powers as the board may from time to time prescribe or authorize.

SECTION THREE

III Membership

- 1.01 There are two (2) classes of Membership in the Corporation, namely, (i) "Class A" Membership and (ii) "Class B" Membership.
- 1.02 Class A" Voting Rights –"Class A" members are entitled to one (1) vote in respect of the day-to-day management of the Corporation.
- 1.03 "Class A" Membership –Every director of the board of directors of the corporation is a "Class A" member, unless otherwise prescribed by a resolution of the directors. As noted above, the board of directors is comprised of, but not limited to: (1) the President of the Graduate Students'

Association; (2) the Vice-President of the Graduate Students' Association (Fort Garry Campus); (3) the Vice-President of the Graduate Students' Association (Health Sciences Campus); (4) the Vice-President (Finance) of the Graduate Students' Association, a selected pursuant to Article IV 1 (a) & Article IV 2 of the Constitution of the University of Manitoba Graduate Students' Association.

1.04 Expiration of "Class A" Membership –A member ceases to be a "Class A" member upon termination of his or her post as a member of the Graduate Students' Association Executive, or upon a resolution passed by the board of directors of the Corporation.

3.05 "Class B" Voting Rights –"Class B" members are entitled to NO votes with respect to the day-to-day management and affairs of the Corporation. "Class B" members are entitled to (1) vote in an election of the members of the Graduate Students' Association Executive, pursuant to Article IV 1 (a) & Article IV 2 of the Constitution of the University of Manitoba Graduate Students' Association.

3.06 "Class B" Membership –Every student registered in the University of Manitoba, Faculty of Graduate Studies shall be a "Class B" member of the University of Manitoba Graduate Students' Association Inc., pursuant to Article II of the Graduate Students' Association Constitution.

3.07 Expiration of "Class B" Membership –A member ceases to be a "Class B" member when he or she is no longer enrolled in the University of Manitoba Faculty of Graduate Studies, pursuant to Article II of the Graduate Students' Association Constitution.

3.08 Membership in the Corporation is not transferable.

SECTION FOUR IV Directors

4.01 Number of Directors and Quorum – The articles of the Corporation provide that the Corporation shall have a board consisting of a minimum of three (3) directors and a maximum of six (6) directors. The exact number of directors to form the board (the "Designated Number") shall be determined from time to time by the directors of the Corporation entitled to vote at regular directors' meetings. A quorum of the board shall be a majority of the Designated

Number of the board. No business shall be transacted at a meeting unless quorum is present. Notwithstanding a vacancy among the directors, a quorum of the directors may exercise all the powers of the board.

4.02 Calling of Meetings –Meetings of the board may be called upon 48 hours notice in writing or by telephone by either the President, or any two officers or directors of the Corporation.

4.03 Voting at Meetings –In case of an equality of votes, the Chairperson shall not have a second or casting vote.

SECTION FIVE

V Officers

5.01 Election and Role of Corporation President – The President of the Graduate Students' Association, as elected vis-à-vis Article IV 1 (a) of the Constitution of the University of Manitoba Graduate Students' Association, shall automatically assume the role as President of the Corporation. The President shall be the chief executive and operating officer of the Corporation and subject to the authority of the board, shall have general supervision of the business of the Corporation. The President shall attend and be chairperson of all meetings of the board of directors or committees of the board.

5.02 Election and role of the Corporation Vice-President (Fort Garry Campus) – The Vice-President of the Graduate Students' Association as elected vis-à-vis Article IV 1 (a) of the Constitution. The Vice-President, shall have all the powers and authority, and shall perform the duties of the President in the absence of, disability or refusal to act of the President.

5.03 Election and role of the Corporation Vice-President (Health Sciences Campus) – The Vice-President of the Graduate Students' Association as elected vis-à-vis Article IV 2 of the Constitution of the University of Manitoba Graduate Students' Association shall automatically assume the role as Vice-President (Health Sciences Campus) of the Corporation. The Vice-President (Health Sciences Campus), shall have all the powers and authority, and shall perform all the duties of the Vice-President (Fort Garry) in absence of, disability or refusal to act of the Vice-President (Fort Garry).

5.04 Election and role of the Corporation Vice-President (Finance) –The Vice-President (Finance) of the Graduate Students' Association as elected vis-à-vis

Article IV 1 (a) of the Constitution of the University of Manitoba Graduate Students' Association shall automatically assume the role as Vice-President (Finance) of the Corporation. The Vice-President (Finance) shall have the care and custody of all the funds of the Corporation in such bank or banks or with such depository or depositories as the board may direct. He or she shall keep or cause to be kept the books of account and the accounting records required by the Act and all reasonable times exhibit his or her books and accounts to any director of the Corporation upon application at the office of the Corporation during business hours. He or she shall sign or countersign such instruments as require his or her signature and shall perform all the duties incident to his or her office or that are properly required by him or her by the board.

5.05 Variation of duties –From time to time, the board may vary, add to, or limit the powers and duties of any officer.

5.06 Term of Office –Each officer elected or appointed by the board shall hold office until his or her successor is elected or appointed.

SECTION SIX

VI Miscellaneous

6.01 Invalidity of any provision of this by-law –The invalidity or unenforceability of any provision of this by-law shall not affect the validity or enforceability of the remaining provisions of this by-law.

MADE by the board of directors on the _____ day or _____, 2001.

President, Fort Garry Campus

Vice-President, Health Sciences Campus

Vice-President, Fort Garry Campus

Vice-President (Finance)

IV. HEALTH SCIENCES CAUCUS BYLAW

1. The departments at the Health Sciences Campus, including graduate programmes in Dentistry, Medicine, and Medical Rehabilitation, are constituted into a body which shall be known as the "Health Sciences Caucus" of the Graduate Students' Association.
2. The Caucus shall be comprised of such membership as they should determine from time to time as being necessary for the functioning of the Caucus.
3. The Caucus shall elect a graduate student as President who will act as their representative to the Graduate Students' Association, and (until the 2004 GSA General Election) as Vice-President (Health Sciences Campus) of the Association.
4. Caucus shall have authority for dispersal of departmental allocation funds for all Health Sciences Departments, subject to the provisions of the Bylaws of the Health Sciences Caucus.
5. The Caucus shall receive a separate disbursement for the day-to-day operations of the Caucus to be allocated in an annual budget:
 - a. The budget shall contain allocation monies to ensure:
 - i. the continued operation of the GSA Health Sciences Campus Office;
 - ii. funding of elections for positions as specified by the Bylaws of the Health Sciences Caucus;
 - iii. costs of materials related to the effective representation of graduate students on committees on the Health Sciences Campus;
 - iv. costs of events, social or otherwise, hosted by the Health Sciences Caucus;
 - v. any other items as determined by the Health Sciences Caucus to be included in the budget passed by that Caucus.
 - b. Notwithstanding Bylaw IX (5)a, funding initiatives involving both the GSA and the Health Sciences Caucus may be considered at the discretion of the GSA and its Health Sciences Caucus.
 - c. The budget for the Health Sciences Campus will be set at the beginning of each fiscal year and a copy forwarded by the Vice-

President (HSC) to the Executive Committee of the GSA as a report for information.

6. The representative of the Caucus shall be entitled to cast the written proxy votes, or in person votes, equivalent to the total number of departmental representatives from the Health Sciences departments as listed at the Offices of the Graduate Students' Association.
7. The first instance, concerns of individual departments at the Health Science Campus regarding the operation of the Caucus shall be referred back to the Caucus for examination. The Graduate Students' Association reserves the right to examine any serious concerns raised by Caucus members as to the utilization and disbursement of funds allocated to the Caucus.

BUDGET

V. BUDGET GUIDELINES

1. The budget of the Association shall be presented to, and considered by, Council on or before May 31st. The Vice-President (Internal) shall be required to seek the counsel of a CGA prior to submission of records to the UMSU. There will be a six-month budget review at the November Council meeting.
2. Cheques issued by the Association shall be signed by any two of the President, Vice-President (Internal), or Vice-President (External), excluding the payee.

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
2. Amounts shall be paid in 12 equal monthly installments for all Executive members who are paid on a per-annum basis.
 3. Payment of honoraria is subject to payment of CPP and EI to the Canada Revenue Agency (CRA) in accordance with CRA regulations. T4 statements will be issued to each Executive member in accordance with CRA regulations.
 4. Amounts of Executive honoraria shall only be changed by a decision of a 2/3 majority quorate General Meeting prior to May 1, and such changes will apply only to the following year's Executive honoraria. 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.

COMMITTEES

VII. FINANCE COMMITTEE AND BYLAWS PERTAINING THERETO

Preamble: One of the key functions of the Association is to redistribute the monies collected as Student Organization fees into endeavours that improve graduate student life. The GSA rewards scholarly activities by allocating money to departmental locals of the association, awards for excellence in graduate teaching, GSA bursaries, libraries, conferences and other special academic projects.

1. The Finance Committee as listed in Article III (5) d in the Constitution oversees the disbursement of awards, bursaries and grants for the Association. Honoraria for executives are explicitly excluded from the purview of the Finance Committee and are governed by Bylaw V.
2. The Committee has the responsibility of making policy recommendation regarding Subsections of this Bylaw, the Financial Policy Manual and the design of all grant application forms.

- a. An annual review of this Bylaw will be undertaken during the May Meeting of the Finance Committee. The purpose of the review is to ensure that:
 - i. The Bylaw and Financial Policy Manual is current and reflects current practice (i.e. selection criteria).
 - ii. All documents and forms published by the committee are current to that granting year.
 - iii. No discrepancies exist between applications and their governing subsections within the Bylaw and Financial Policy Manual.
 - b. Committee recommendations are forwarded to Council for concurrence without debate, except when proposed amendments modify the Bylaw and Financial Policy Manual.
- 3. The membership of the Finance Committee shall consist of:
 - a. The Vice President (Internal) of the Association as chairperson.
 - b. The President of the Association,
 - c. Vice President (External) of the Association, or designate
 - d. HSGSA designate,
 - e. One Senator of the Association
 - f. Executive-at-Large of the Association.
 - g. One representative from the following:
 - i. Humanities: i.e. History, English, Philosophy, French and Spanish, Religion, German, Icelandic, Near Eastern and Judaic Studies, Slavic Studies, Classics.
 - ii. Social Sciences: i.e. Economics, Psychology, Sociology, Anthropology, Geography, Political Studies.
 - iii. Natural and Agricultural Sciences: i.e. Geological Sciences, Human Ecology, Mathematics, Statistics, Microbiology, Zoology, Chemistry, Physics, Biology, Botany, and Agriculture.
 - iv. Professional Studies: i.e. Administrative Studies, Computer Science, Engineering, Education, Architecture, Law, Medicine, Dentistry, Pharmacy, Social Work.
 - h. Members of the Finance Committee will be chosen at the May Council meeting.
- 4. Meeting Periods:
 - a. The Finance Committee will meet a minimum of once per month.
- 5. Reporting and Authority:

- a. Committee recommendations will be taken to the Executive Committee for acceptance or re-direction to the committee;
- b. The Chairperson shall report to the Council at each scheduled monthly meeting to provide an update on Committee activities;

VIII. OFFICE COMMITTEE BYLAW

Preamble: The Graduate Students' Association office is the central location for all of our programs and services. Since the office as a physical entity represents a service in its own right, policies concerning its utilization must reflect the needs of all graduate students. Furthermore, the Graduate Students' Association has space on the Health Sciences Campus, which needs to be maintained to ensure our involvement and presence throughout the entire University is maintained.

- 1. The Office Committee, as listed in Article III(5) d in of the Constitution, oversees the disbursement of funds for the employment of an Office Manager and for the renovation and maintenance of the GSA Office.
- 2. The Committee has the responsibility of making policy recommendations regarding Subsections of this Bylaw. An annual review of this Bylaw will be undertaken during the March Meeting of the Office Committee. The purpose of the review is to ensure that:
 - a. The Bylaw is current and reflects current practice.
 - b. All documents and forms published by the Committee are current to that year.
- 3. Committee recommendations are forwarded to Council when proposed amendments modify the Bylaw, or otherwise by report.
- 4. Membership of the Office Committee:
 - a. The Vice-President (Internal) of the Association who will act as chair
 - b. The President of the Association, who will act as supervisor for the Office Manager.
 - c. Four members of Council, elected by and from Council. No additional members of the executive shall be eligible for election.
 - d. The Office Manager shall have ex-officio status on the Committee.
- 5. Terms of Office:

- a. The Office Committee shall follow the same membership duration as the GSA Executive, from May of any given year to April of the following year
- 6. The Committee shall meet before the end of the budget year, in April, to review the Office Manager position following the guidelines in Bylaw VIII Subsection (A).
 - a. The Committee shall meet otherwise at the call of the chair or at the request of two voting members of the committee.
- 7. Reporting and Authority
 - a. Committee recommendations will be taken to the Executive Committee for acceptance or re-direction to the committee;
 - b. The Chairperson shall report to the Council at each scheduled monthly meeting to provide an update on Committee activities;

SUBSECTION (A) — OFFICE MANAGER REVIEW (11-10-29-97)

- 1. The Office Committee shall have jurisdiction for making recommendations to the GSA Council on the following matters:
 - a. the hiring of the GSA Office Manager.
 - b. the dismissal of the GSA Office Manger.
 - c. the job description of the GSA Office Manger.
 - d. The salary and benefits for the GSA Office Manager.
- 2. The Office Manager is expected to participate in the evaluation process. However he or she may be asked to leave and must do so during any final deliberations.

SUBSECTION (B) — OFFICE MAINTENANCE AND ENHANCEMENTS

- 1. The Office Committee shall have jurisdictions for making recommendations to the GSA Council on the following matters:
 - a. Policy regarding purchase/rental of office equipment.
 - b. Policy regarding the purchase and use of office equipment including computers.
 - c. Policy regarding the maintenance & renovation of office décor, including the kitchenette.

IX. GSA BYLAWS AND POLICY COMMITTEE, BPC

1. Committee Mandate:
 - a. to develop and maintain all legislative documents for the association;
 - b. to develop a reference guide for the association to include the following:
 - c. Legislation (including Bylaws and Constitution);
 - d. Policy (including, but not limited to, Discipline and Dismissal Policy, Leave of Absence);
 - e. Administration (including Committee Terms of Reference);
2. The membership of the Bylaws and Policy Committee shall consist of:
 - a. The Vice President (Internal) of the Association as chairperson.
 - b. The President of the Association
 - c. Vice President (External) of the Association
 - d. HSGSA designate,
 - e. One Senator of the Association
 - f. Executive-at-Large of the Association.
 - g. There shall be no fewer than 6 graduate student representatives, with at least one representative from each the following disciplines:
 - i. Humanities: i.e. History, English, Philosophy, French and Spanish, Religion, German, Icelandic, Near Eastern and Judaic Studies, Slavic Studies, Classics.
 - ii. Social Sciences: i.e. Economics, Psychology, Sociology, Anthropology, Geography, Political Studies.
 - iii. Natural and Agricultural Sciences: i.e. Geological Sciences, Human Ecology, Mathematics, Statistics, Microbiology, Zoology, Chemistry, Physics, Biology, Botany, and Agriculture.
 - iv. Professional Studies: i.e. Administrative Studies, Computer Science, Engineering, Education, Architecture, Law, Medicine, Dentistry, Pharmacy, Social Work.
 - h. Members of the Bylaws and Policy Committee will be chosen at the May Council meeting.
3. Terms of Office:
 - a. The Bylaws and Policy Committee shall follow the same membership duration as the GSA Executive, from May of any given year to April of the following year

4. Meetings:
 - a. The Bylaws and Policy Committee shall meet a minimum of one time between to council meetings
5. Reporting and Authority
 - a. Committee recommendations will be taken to the Executive Committee for acceptance or re-direction to the committee;
 - b. The Chairperson shall report to the Council at each scheduled monthly meeting to provide an update on Committee activities;

X. GSA INTERNAL DEVELOPMENT AND REVIEW COMMITTEE

1. Committee Mandate:
 - a. To address all matters requiring ethical consideration within the Association;
 - b. To review and provide Council with direction on any material or issue Council calls into question regarding conduct or policy;
 - c. To conduct the bi-annual review of executive performance, especially with regard to attendance and participation, in September and January of each year (with reports to be delivered to council);
 - d. To be responsible for overseeing the association's continued development of, and adherence to, the GSA Innovation, Stewardship, and Excellence Awards (ISE Awards) terms of reference in order to ensure the best distribution as more monies become available with special consideration given to developing new award categories;
 - e. To be responsible for overseeing the GSA ISE Awards Selection Committee membership such that it reflects a broad spectrum of faculties and greatest diversity of students;
 - f. Oversee the development of and adherence to a Code of Internal Development and Review.
2. The membership of the Internal Development and Review Committee shall consist of:
 - a. The President of the Association who will act as chairperson.
 - b. The Vice President (Internal) of the Association
 - c. HSGSA designate,
 - d. One Senator of the Association,
 - e. Executive-at-Large of the Association.

- f. There shall be no fewer than 6 graduate student representatives, with at least one representative from each the following disciplines:
 - i. Humanities: i.e. History, English, Philosophy, French and Spanish, Religion, German, Icelandic, Near Eastern and Judaic Studies, Slavic Studies, Classics.
 - ii. Social Sciences: i.e. Economics, Psychology, Sociology, Anthropology, Geography, Political Studies.
 - iii. Natural and Agricultural Sciences: i.e. Geological Sciences, Human Ecology, Mathematics, Statistics, Microbiology, Zoology, Chemistry, Physics, Biology, Botany, and Agriculture.
 - iv. Professional Studies: i.e. Administrative Studies, Computer Science, Engineering, Education, Architecture, Law, Medicine, Dentistry, Pharmacy, Social Work.
 - g. Internal members of the Internal Development and Review Committee will be chosen at the May Council meeting.
3. Terms of Office:
- a. The Internal Development and Review Committee shall follow the same membership duration as the GSA Executive, from May of any given year to April of the following year.
4. Meetings:
- a. The Development and Review Committee shall meet a minimum of one time between to council meetings.
5. Reporting and Authority:
- a. Committee recommendations will be taken to the Executive Committee for acceptance or re-direction to the committee;
 - b. The Chairperson shall report to the Council at each scheduled monthly meeting to provide an update on Committee activities;

XI. GSA AWARDS COMMITTEE

- 1. Committee Mandate:
 - a. To select GSA Innovation Stewardship and Excellence (ISE) Award winners.
 - b. To direct the Awards Officer in administering the ISE Awards applications.
 - c. To select Graduate Teaching Award (GTA) winners

2. The membership of the Awards Committee shall consist of:
 - a. The Vice President (Academic) of the Association as chairperson.
 - b. The President of the Association
 - c. HSGSA designate,
 - d. One Senator of the Association,
 - e. Dean of the Faculty of graduate Studies, or designate
 - f. There shall be no fewer than 8 graduate student representatives, with two representative, one Masters and one Doctoral candidate, from each the following disciplines:
 - i. Humanities: i.e. History, English, Philosophy, French and Spanish, Religion, German, Icelandic, Near Eastern and Judaic Studies, Slavic Studies, Classics.
 - ii. Social Sciences: i.e. Economics, Psychology, Sociology, Anthropology, Geography, Political Studies.
 - iii. Natural and Agricultural Sciences: i.e. Geological Sciences, Human Ecology, Mathematics, Statistics, Microbiology, Zoology, Chemistry, Physics, Biology, Botany, and Agriculture.
 - iv. Professional Studies: i.e. Administrative Studies, Computer Science, Engineering, Education, Architecture, Law, Medicine, Dentistry, Pharmacy, Social Work.
 - g. Internal members of the Awards Committee will be chosen at the May Council meeting.
3. Terms of Office:
 - a. The Awards Committee shall follow the same membership duration as the GSA Executive, from May of any given year to April of the following year.
 - b. No department can have a representative more than 2 consecutive years.
4. Meetings:
 - a. The GSA Awards Officer will set and organize the Awards Committee meetings.
 - b. Two weeks prior to the review of the applications, each member of the committee will receive eligible applications.
 - c. Each member reviews the applications and ranks them on a scale of 100.
 - d. The rankings and applications will be help in confidence and returned to the Awards Officer.

5. Reporting and Authority:
 - a. Committee recommendations will be taken to the Executive Committee for acceptance or re-direction to the committee;
 - b. The Chairperson shall report to the Council at each scheduled monthly meeting to provide an update on Committee activities;

SUBSECTION (A) Selection of the Innovation, Stewardship and Excellence Award

1. The Awards Committee will form two sub-committees
 - a. One sub-committee is composed of 6 members and will evaluate the Master's applications for the ISE Award;
 - b. One sub-committee is composed of 6 members and will evaluate the PhD applications for the ISE Award.
2. It is the intent that faculties are equally represented for both Master's and Doctoral applications. Only one discipline can be represented by a GSA Awards Committee member.
3. In the event that a number of the GSA Executive comes from the same faculty, GSA Councilors will replace the respective Vice Presidents on the Awards Committee to reflect a diversity of faculties.
4. There will be a minimum of two (2) meetings:
 - a. An orientation for all members to the Awards Committee and its responsibilities
 - b. Each subcommittee will meet separately to determine the Chairperson and the award recipient.
5. The Awards Sub-Committee must be approved by GSA Council; if there are any concerns, it will be the mandate of the GSA Internal Development and Review Committee to find the appropriate solutions.
6. In addition, a representative from the Office of Private Funding will act as a resource person to the committee.

(SUBSECTION B) — GSA AWARD FOR EXCELLENCE IN GRADUATE TEACHING GUIDELINES PERTAINING TO BYLAW VI

1. GSA Award for excellence in Graduate Teaching selection will take place during the May meeting of the Grants Committee.
2. External members required in addition to the Internal members for the Graduate Teaching Award (GTA) selection process:
 - a. Vice President (Academic) of the University of Manitoba, or designated alternate.
 - b. Dean of Graduate Studies of the University of Manitoba, or designated alternate.
3. The University of Manitoba Graduate Students' Association invites nominations for an annual teaching award for Excellence in Graduate Teaching (Form 005). The purpose of the award is to recognize those individuals who have made, in the estimate of their graduate students, a significant contribution to their teaching profession, in the capacity of either an instructor or thesis supervisor. Registered students in the Faculty of Graduate Studies are not eligible.
4. The award will include a cash prize of \$200.00 (\$100.00 provided by GSA, and \$100.00 to be provided by the office of the Dean of Graduate Studies, who will be consulted for this contribution upon selection of a recipient) and a scroll commemorating the honour. The scroll will be given at Fall Convocation during the following Academic Year. The cash award will be presented at the Selection Committee's Graduate Teaching Award Luncheon held in honour of the recipient.
5. All members of the Awards Committee that have attended at least 3/4 of the Committee meetings can attend the luncheon.
6. Graduate Students are encouraged to nominate their thesis advisor, seminar or course instructor, or a faculty member with whom they have conducted research. Nomination forms must be submitted to the Graduate Students' Association Office on or before March 31st. Late forms will not be considered.
7. Nomination Forms must be complete to be considered, this includes:
 - a. A separate nomination form should be used by each nominating student.

- b. Nominating students must either already hold a post- graduate degree or be currently registered in a program of studies leading to such a degree.
 - c. Nominating students' should have been registered at the University of Manitoba within the last five years.
 - d. Nominating students are encouraged to seek the support of other students who familiar with the nominee.
- 8. To be eligible, the nominee should be an individual who has spent at least two years of his/her career as members of the Faculty of Graduate Studies at the University of Manitoba and who is currently engaged in such activities at the time of his/her nomination. The nominee must be teaching graduate level courses at the time of nomination.
- 9. To assess professional expertise and performance, the nominees will be requested to submit:
 - a. Curriculum vitae — including highlights of publications co-written with students.
 - b. A list of graduate courses taught.
 - c. A list of graduate students' advisory committees of which the recipient is a member.
- 10. The Award Committee will be interested fundamentally in those instructors, supervisors and researchers who display a dedication to knowledge and sensitivity to their students. The name of the recipient will be forwarded to Council at the next meeting for concurrence without debate.
- 11. The Chairperson of the Awards Committee will notify all candidates within five (5) working days of the Council meeting.

XII. SELECTIONS COMMITTEE

- 1. Committee Mandate:
 - a. The Selections Committee shall hire GSA employees except those otherwise specified in the GSA bylaws
- 2. Committee Composition:
 - b. The President of the Association as chairperson.

- c. The Vice President (Academic) of the Association
 - d. HSGSA designate
 - e. One Senator of the Association
 - f. 3 Graduate student representatives
3. Terms of Office:
- a. The Selections Committee shall be struck as required for the hiring of GSA employees shall be struck as required for the hiring of all GSA employees unless otherwise stated in the Bylaws.
4. Meeting
- a. The Selections Committee shall meet as required for the hiring of GSA employees.
5. Reporting and Authority:
- a. Committee recommendations will be taken to the Executive Committee for acceptance or re-direction to the committee;
 - b. The Chairperson shall report to the Council at each scheduled monthly meeting to provide an update on Committee activities;

XIII.CAMPAIGNS COMMITTEE

1. Committee Mandate:
- a. To select and implement campaigns on behalf of the GSA, either those generated internally or by external bodies.
2. Committee Composition:
- a. The Vice President (External) of the Association as chair.
 - b. The President of the Association
 - c. The Vice President (Academic) of the Association
 - d. HSGSA designate
 - e. One Senator of the Association
 - f. A minimum of 4, and maximum of 10, graduate student representatives:
 - i. A minimum of 2 Councilors
 - ii. A minimum of 2 Students-at-large
3. Terms of Office:

- a. The Campaigns Committee shall follow the same membership duration as the GSA Executive, from May of any given year to April of the following year.
- 4. Meetings:
 - a. The Campaigns Committee will meet one time between to council meetings.
- 5. Reporting and Authority:
 - a. Committee recommendations will be taken to the Executive Committee for acceptance or re-direction to the committee;
 - b. The Chairperson shall report to the Council at each scheduled monthly meeting to provide an update on Committee activities;

XIV. GRADUATE STUDENT HOUSE/PUB COMMITTEE

- 1. Terms of reference.
 - a. Under the direction of the GSA Council, the committee will be responsible to investigate possibilities for, and enter into such negotiations as may be required to establish, a viable graduate student-run house, pub, and/or other such business to the benefit of graduate students at either or both of the main University of Manitoba campuses.
 - b. Any such enterprise should serve U of M graduate students as individuals and as an Association, by working to strengthen bonds between U of M graduate students and to provide occasions for new interactions among students from different departments. The committee will therefore consult widely with University of Manitoba graduate students and their representatives to ensure that any such enterprise serves and reflects their needs and desires.
 - c. Any such business(es) should in the long run be financially self-supporting and, as possible, generate revenues that the GSA may use to further benefit U of M graduate students. The committee will therefore ensure that any such business(es) are incorporated in a manner that limits financial or other risks to the GSA itself.

COMMUNICATION

XV. BYLAW AVAILABILITY

1. A copy of the most recent Constitution and Bylaws of the Association shall be made available to all members at the General Meeting and shall be available at all times in the General Office of the Association.

XVI. BYLAW ON BYLAWS

1. From the date of passage of this Bylaw, Bylaws shall be referred to by their date of passage into force by the Association in the following format: the numeral of the Bylaw separated by a dash from the day's date, separated by a dash from the numeral of the month of the year, separated by a dash from the last two digits of the current year.
2. The article of Bylaws shall be consecutively numbered.
3. Each Bylaw shall have a succinct and meaningful title reference.

DONATIONS

XVII. DONATION GUIDELINES

1. The GSA makes funds available in the form of donations to organizations providing services or conducting projects or events that could benefit graduate students at the University of Manitoba. Such organizations do not need to be run by graduate students, but the reason for the requested donation must provide some kind of benefit, advantage, or useful information for graduate students, but this benefit, advantage, or useful information is not required to be limited to graduate students only. By way of example, past projects that received donations include academic Internal Development and Review awareness programs, on campus daycare, and orientation events for international students. Donations will not be granted for the following:
 - a. Socials.
 - b. Departmental publicity brochures.
 - c. Personal funding for individual graduate students.

- d. Travel for an individual to an event.
 - e. Membership dues.
- 2. Completed application forms must be submitted to the GSA office no later than 4:00 p.m. on the following dates:
 - a. May 17 — to be considered during the May Finance Committee meeting.
 - b. September 17 — to be considered during the September Finance Committee meeting.
 - c. January 17 — to be considered during the January Finance Committee meeting.

Applications sent by post and which are postmarked later than the deadline of the upcoming Finance Committee meeting will not be considered. Late applications will not be considered.
- 3. Funds designated for each of the above granting periods shall be equal to one third of the annual amount budgeted to Donations. The Committee reserves the right to recommend to increase or to decrease the total grant allocation for any specific granting period. Monies allocated in the Annual Budget to the Donations Line Item are carried forward until all funds are disbursed.
- 4. Proposals for donations that are under \$250 will be considered by the Finance Committee if they meet the guidelines on the Donations application form. The Committee has the authority to debate each submission and vote on acceptance. Committee members must abstain from voting on grant requests sponsored by him or her or an organization to which they are affiliated. The Committee recommendations for donations less than \$250 will be presented to council for concurrence without debate.
- 5. Proposals for donations that exceed \$250 may be invited by the Finance Committee to present their proposal to Council if they meet the guidelines on the Donations application form. Council has the authority to debate each submission and vote on acceptance, whether or not a presentation is made. Council and Committee members must abstain from voting on donation requests sponsored by her or him or an organization to which she or he is affiliated.
- 6. General Regulations

- a. Applications for Donations must be complete or they will not be considered.
- b. Priority will be given to applications that will benefit the largest number of graduate students. However, special consideration will be given to projects of extraordinary merit and/or innovation.
- c. Recipients are required to provide a receipt.
- d. The maximum amount of any donation shall be \$1,000.
- e. All organizations, departments, or units receiving funds must acknowledge that they received funding from the GSA in any publications, broadcasts, or advertisements arising from this donation.

ELECTIONS

XVIII. ELECTION RULES FOR GENERAL ELECTIONS

- 1. General Elections are run by the Elections Committee, which is appointed by and is responsible to the Council of the Association according to the Constitution (Article IV).
 - a. The Elections Committee will consist of a Chief Returning Officer (CRO) and three (3) others members of the association. No candidate for election may sit on the committee.
- 2. Elections will be held on a day or days designated by Council in accordance with the Constitution (Article IV).
- 3. Publicity:
 - a. The Elections Committee shall publicize the opening and closing dates of nomination by such measures including, but not limited to, notices sent to the departmental representatives and/or secretaries for posting.
 - b. The Elections Committee shall be responsible for publicizing the day of the election, locations of polls and the times they are open, and which positions have been elected.
 - c. The Elections committee may, at its option, publicize the election in any way, but no material shall favour any one candidate.
 - d. The Election Committee shall organize at least one (1) All-Candidate Forum during the Campaign period.
- 4. Candidates:

- a. Eligibility: any student registered in the Faculty of Graduate Studies may run for any position (see Article IV: Elections).
 - b. All candidates must familiarize themselves with the GSA Bylaw VII and with the GSA Constitution, Articles IV and V.
 - c. Any candidate or campaign volunteers, who are members of the current GSA executive are required to take a leave of absence for the duration of the campaign period.
5. Nominations:
- a. To be nominated, ten (10) members of the Graduate Students' Association must sign the candidate's nomination form.
 - b. Nominations shall be open, to be received by the Office Manager of the Graduate Students' Association, or the CRO, for at least two (2) weeks and close two (2) weeks before the election.
6. Voting Procedure:
- a. The number and location of the polls shall be at the discretion of the Elections Committee.
 - b. Polls shall be open for a period of time between 9:00 a.m. and 8:00 p.m. Polls shall be run by members of the Elections Committee or their designates.
 - c. Each voter will have their name removed from the list of all eligible voters as they vote.
 - d. The ballot shall be organized by position, shall include the names of the candidate in "Last Name, First Name" format, and include slate names if applicable. The order of names shall be rotated for each position.
 - e. Each voter will clearly indicate the candidate(s) of his/her choice. The number of X's placed by a voter should not exceed the number of people to be elected to that position.
 - f. The ballots shall be counted by the CRO and members of the Elections Committee. The candidate receiving the greatest numbers of votes shall be declared elected. Tie votes and prospective winners by acclamation will be considered by Council according to the Constitution (Article IV(1) and IV(1)a).
 - g. Each slate is permitted two (2) scrutineers at any given time, and each individual candidate not on a slate may have one (1) scrutineer at any given time to monitor the polling procedures.
 - h. Candidates or voters may lodge a complaint concerning election procedures or results by submitting a written statement to the

President of the Graduate Students' Association and the CRO within five (5) days after ratification of the election. The Council of the Graduate Students' Association will decide the case. Ballots are to be kept by the Office Manager of the Graduate Students' Association, or alternatively, the CRO, for a maximum of five (5) days after the ratification of the election, and then destroyed.

- i. In the Elections for GSA Senators, the Senate Elections Rule, supersede the above rules in the event of a conflict.

7. Campaign period:

- a. The campaign period shall be ten (10) working days in duration and begin at 9:00 a.m. of the first day of the period and conclude at 4:30 p.m. of the last day of the campaign period.
- b. The campaigning period will commence the next working day after nominations have closed.
- c. Campaigning shall not take place prior to the official campaign period, including: all forms of advertising by any campus media; the distribution of any material designed and/or likely to influence voters; any electronic information (web pages, blogs, email); posters/banner or displays; speeches and public forums.
- d. Voting will take place on the final three consecutive working days of the campaign period.

8. Campaigning material

- a. All campaign material must be approved in form and content by the CRO prior to distribution. Material will not be approved that contains libel or slander; is factually incorrect (i.e. sources must be provided or factual material); violate any federal or provincial statute.
- b. Printed Campaign Material
 - i. Printed campaign material is defined as any poster, flyer, handout, banner, written on paper/poster board etc., which announces, advocates or promotes a given candidacy or slate.
 - ii. Each presidential and vice-presidential candidate will have a maximum allowable budget of \$60, and each candidate for alternate positions will have a maximum allowable budget of \$50. When a slate is formed, budgetary resources can be pooled accordingly.
 - iii. Where receipts cannot be provided a fair market value shall be assessed by the CRO.

- iv. A "debate wall" will be set up outside the GSA office, giving candidates running for all positions an equal portion of the debate wall up to ~ .36 of a square metre (the equivalent of six (6) letter size pages) of space on which they can post their campaign posters, and any material on why they are running for their respective positions.
 - v. Campaign material will not be placed directly on walls or windows of facilities or areas not under control of the GSA, unless the space is granted by the controlling organization (such as student council) and equal space is provided to all candidates.
- c. Electronic campaign materials
- i. Electronic campaign materials are defined as e-mails and web pages which announce, advocate and promote a given candidacy or slate.
 - ii. All electronic campaign materials must meet ACN rules about e-mails and web pages.
 - iii. A "mass e-mail" is defined as more than 30 unsolicited e-mail messages per day with substantially the same content. The number of email messages is defined by the number of email addresses that receive the e-mail (as direct message, "carbon copy", "blind carbon copy", through a list serve or otherwise) i.e. if the list serve sends to 55 addresses, then the total amount of messages is 55. Forwarding/Redirecting an e-mail message will be considered to be third party campaigning (see third party campaigning).
 - iv. An e-mail sent to a registered supporters list of more than 30 addresses must CC the CRO.
 - v. A copy of all electronic campaign materials must be sent to the CRO for approval before e-mailing the material.
 - vi. Web pages must be approved in form and content by the CRO prior to the launching of the site. Subsequent changes shall be changed by the CRO.
- d. Media campaign material
- i. Media campaigning is defined as newspaper articles, newspaper ads, letters to the editor, radio and television commercials, radio and television interviews which announce, advocate or promote a given candidacy or slate.
 - ii. Media campaigning shall be limited to the GSA Newspaper "The Gradzette" the University of Manitoba Student Newspaper "The Manitoban", the University of Manitoba Radio station UMFM and any University of Manitoba Television Station if one exists. These

outlets will be contacted by the Election Committee prior to the campaign period to insure that equal space/time is given to all candidates.

iii. All advertising shall be limited to free of charge services. No paid advertising shall be allowed.

9. During voting, candidates shall not come within twenty (20) feet, or 6.1 meters, of the polling station except for the purpose of voting.

10. Campaign Volunteers

- a. All campaign volunteers must be registered with the CRO. All campaigning by volunteers is subject to GSA election rules. The candidate/slate is responsible for the actions of their campaign workers.
- b. If campaign volunteers are found to be engaging in campaign tactics which are in violation of the election rules the candidate/slate which they campaigned for will be held responsible and may be disqualified.

POLICY MANUAL

XIX. GSA POLICY 01 – HAPPY HOURS AND GSA EVENTS HELD IN THE GSA LOUNGE

1. The Lounge must be booked through the GSA Office at least two (2) weeks prior to the event, for the Friday afternoon 4:00 p.m. to 7:00 p.m.
2. A liquor permit must be obtained. The Special Functions Office will supply the necessary letter to the Liquor Commission upon request. The permit must be applied for, at least ten (10) days prior to the event. The Liquor Commission will require a fee and surtax on units purchased. These costs are assigned to the department holding the event. The GSA, however, will advance these monies to a department and will deduct from either the department's Happy Hour profit or the next departmental allocation. The liquor permit must be picked up no later than Wednesday of the week in which the event is being held.
3. Food must be provided for one-third capacity of the GSA Lounge. The Manitoba Liquor Commission has set the capacity at 75.

4. Hard liquor, wine and coolers must be purchased at a retail liquor outlet and stored in the GSA office. Beer will be ordered by the GSA office.
5. Rules for setting up and running a happy hour must be followed. These are available in the GSA office. Failure to comply will result in fines being levied against the profit and/or departmental allocation to cover losses, which may result from non-compliance.
6. The Social Director of the GSA or their designated alternate Executive member must supervise the Happy Hour. Unavailability will result in the cancellation or postponement of the Happy Hour. The signing authority on the liquor permit has the right to request any individual(s) involved in activities inconsistent with the permit regulations to cease those activities. The permit holder is authorized to take all necessary steps to ensure that the liquor permit regulations are followed.
7. No smoking is permitted or to be tolerated within GSA space during Happy Hours or other social events.

XX. GSA POLICY 02 – ORIENTATION WEEK

1. The Association will make funds available for the purpose of organizing and running Graduate Student Orientation Week.
2. In the past funds have also been made available from the Faculty of Graduate Studies. It is recommended that the Faculty be consulted annually for a contribution.
3. Members are encouraged to take part in welcoming new students.
4. The Association may cooperate with other units in the University in providing orientation program

