

Committee Policy and Procedure Manual of the University of Manitoba Graduate Students' Association

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Article I: Amendment Procedures

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

Article II: Relevant Bylaws

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

Article III — Standing Committees

1. Awards Committee
 - a. Membership
 - i. The Vice President (Academic) of the Association as Chairperson.
 - ii. The President of the Association.
 - iii. The Vice President (External) of the Association.
 - iv. The Vice President (Marketing and Events) of the Association
 - v. One HSGSA designate.
 - vi. One Senator of the Association.
 - vii. The Dean of the Faculty of Graduate Studies, or designate.
 - viii. No fewer than eight (8) representatives of the Association comprised from each of the following disciplines:
 1. Humanities: i.e. History, English, Philosophy, French and Spanish, Religion, German, Icelandic, Near Eastern and Judaic Studies, Slavic Studies, Classics, etc.
 2. Social Sciences: i.e. Economics, Psychology, Sociology, Anthropology, Geography, Political Studies, etc.
 3. Natural and Agricultural Sciences: i.e. Geological Sciences, Human Ecology, Mathematics, Statistics, Microbiology, Chemistry, Physics, Biological Sciences and Agriculture, etc.
 4. Professional Studies: i.e. Administrative Studies, Computer Science, Engineering, Education, Architecture, Law, Medicine, Dentistry, Pharmacy, Social Work, etc.
 - ix. No department can have a representative for more than two consecutive years.
 - b. Mandate
 - i. Select the Graduate Teaching Award.
 - ii. Select the UMGSA's Awards for full-time Master's students, UMGSA's Award for a full-time Doctoral student, and the UMGSA's Awards for part-time Master's or Doctoral students.
 - iii. Organize and put on the UMGSA Awards luncheon where:
 - iv. The Graduate Teaching Award will be presented
 - v. Recipients will present their research, or some portion thereof
 - vi. All members are to be invited.
 - vii. Conduct an annual review of Article IV.IV of the Financial Policy and Procedure Manual for presentation at the April meeting of the Bylaws and Policy Committee.
 - viii. The purpose of the review is to ensure that:

1. All documents and forms published by the Awards Committee are current to the upcoming granting year.
 2. No discrepancies exist between applications and their governing subsections within bylaw 2.11.
- c. Meetings
- i. The Awards Committee shall meet in June following the UMGSA Council's ratification of the Awards Committee to start the awards selection process.
 - ii. At that time, the Committee shall determine a meeting schedule for each academic term.
 - iii. The committee chair shall, by the end of each meeting, list on that meeting's attendance sheet those members of the committee that had sent regrets, as well as those that were absent without sending regrets.
- d. Reporting Authority
- i. The Chairperson will report to the Council at each scheduled monthly meeting to provide an update on Awards Committee.
 - ii. The Chairperson will put together a report to be submitted to the Finance Committee in order to assess the expenses of the Awards Committee's luncheon and awards.
2. Bylaws and Policy Committee
- a. Membership
- i. The Vice President (Internal) of the Association as Chairperson.
 - ii. The President of the Association.
 - iii. The Vice President (Academic) of the Association.
 - iv. One HSGSA designate.
 - v. One Senator of the Association.
 - vi. The Executive-at-Large as a non-voting resource member.
 - vii. No fewer than six representatives of the Association, with at least one representative from each of the following disciplines:
 1. Humanities: i.e. History, English, Philosophy, French and Spanish, Religion, German, Icelandic, Near Eastern and Judaic Studies, Slavic Studies, Classics, etc.
 2. Social Sciences: i.e. Economics, Psychology, Sociology, Anthropology, Geography, Political Studies, etc.
 3. Natural and Agricultural Sciences: i.e. Chemistry, Physics, Human Ecology, Mathematics, Microbiology, Biological Sciences and Agriculture, Statistics, Geological Sciences, etc.
 4. Professional Studies: i.e. Administrative Studies, Computer Science, Engineering, Education, Architecture, Law, Medicine, Dentistry, Pharmacy, Social Work, etc.
- b. Mandate
- i. Develop and maintain all legislative documents for the Association.
 - ii. Develop and maintain the following:
 1. Legislation (including the Bylaws and the Constitution).
 2. Policy (including the Financial Policy Manual).
 3. Administration (including a Terms of Reference for Non-GSA Committees).
 4. Develop and maintain all legislative documents for the Association.
 - iii. Present an annual review of the Bylaws and Policy Manuals at the March meeting of Council.
- c. Meetings
- i. The Bylaws and Policy Committee shall meet in September and in January to determine a meeting schedule for each academic term.
 - ii. The committee chair shall, by the end of each meeting, list on that meeting's attendance sheet those members of the committee that had sent regrets, as well as those that were absent without sending regrets.
- d. Reporting and Authority

- i. The Chairperson shall report to Council at each scheduled monthly meeting to provide an update on Bylaws and Policy Committee activities.
3. Campaigns Committee
 - a. Membership
 - i. The Vice President (External) of the Association as Chairperson.
 - ii. The President of the Association.
 - iii. The Vice President (Academic) of the Association.
 - iv. The Vice President (Marketing and Events) of the Association.
 - v. One HSGSA designate.
 - vi. One Senator of the Association.
 - vii. No fewer than four representatives of the Association, to include:
 1. No fewer than two Councillors of the Association.
 2. No fewer than two non-Councillors members of the Association.
 - b. Mandate
 - i. To implement campaigns on behalf of Council.
 - ii. To organize and put on academic events, including but not limited to the GSA Speaker Series and the GSA Seminar Series.
 - iii. To organize and put on non-academic events, including but not limited to Welcome Back Week / Orientation.
 - c. Meetings
 - i. The Campaigns Committee will meet a minimum of once per month.
 - ii. The committee chair shall, by the end of each meeting, list on that meeting's attendance sheet those members of the committee that had sent regrets, as well as those that were absent without sending regrets.
 - d. Reporting and Authority
 - i. The Chairperson shall report to the Council at each scheduled monthly meeting to provide an update on Campaigns Committee activities.
4. Events Committee
 - a. Membership
 - i. The Vice President (Marketing and Events) of the Association as Chairperson.
 - ii. The President of the Association.
 - iii. The Vice President (External) of the Association.
 - iv. One HSGSA designate.
 - v. One Senator of the Association.
 - vi. No fewer than four representatives of the Association, to include:
 1. No fewer than two Councillors of the Association.
 2. No fewer than two non-Councillors members of the Association.
 - b. Mandate
 - i. To organize and put on events including but not limited to social, sports, and other events put forth by the UMGSA.
 - ii. To organize the Holiday Hamper Drive, with or without assistance from other organizations.
 - iii. To organize and put on UMGSA Orientation services and events in the months of September and January.
 - iv. To review items related to Association clubs, as per the "UMGSA Clubs Policy and Procedure Manual".
 - c. Meetings
 - i. The Events Committee will meet a minimum of once per month.
 - ii. The committee chair shall, by the end of each meeting, list on that meeting's attendance sheet those members of the committee that had sent regrets, as well as those that were absent without sending regrets.
 - d. Reporting and Authority
 - i. The Chairperson shall report to the Council at each scheduled monthly meeting to provide an update on Events Committee activities.

5. Election Committee
 - a. Membership
 - i. Five members of the Association.
 - b. Mandate
 - i. The Elections Committee shall be struck by Council prior to the January meeting of Council.
 - ii. The Elections Committee shall vote to select a committee chairperson from its membership prior to the January meeting of Council. This chairperson cannot serve as CRO or DRO.
 - iii. The Elections Committee shall operate in accordance with the “Elections and Referendum Policy and Procedure Manual.”
 - iv. No one shall be eligible to run for any Executive position in a UMGSA Election while they are a member of the Elections Committee.
 - v. The Elections Committee shall vote to select from its membership one person to serve as the Chief Returning Officer (CRO) for any UMGSA Elections and Referenda, as well as one person to serve as the Deputy Returning Officer (DRO).
 - vi. The CRO and DRO do not participate as members of the Elections Committee during any appeal proceedings.
 - vii. The CRO and DRO shall have the duty to ensure that all those participating in any UMGSA Election follow the policies and procedures as stipulated in the “Elections and Referendum Policy and Procedure Manual.”
 - c. Meetings
 - i. The Elections Committee shall vote to select the committee chairperson, the CRO, and the DRO prior to the January meeting of Council, either in person, or by email.
 - ii. The Elections Committee will meet and conduct its proceedings in accordance with the “Elections and Referendum Policy and Procedure Manual.” The Committee will adhere to the timelines and deadlines stipulated therein.
 - iii. The Committee chair shall, by the end of each meeting, list on that meeting’s attendance sheet those members of the Committee that had sent regrets, as well as those that were absent without sending regrets.
 - d. Reporting and Authority
 - i. The Committee chair will report the activities and decisions made by the Elections Committee to Council during and immediately subsequent to the period(s) in which the Committee has been active.
 - ii. The CRO shall report to Council as stipulated in the “Elections and Referendum Policy and Procedure Manual.”
6. Executive Committee
 - a. Membership
 - i. The President of the Association as Chairperson.
 - ii. The Vice President (Internal) of the Association.
 - iii. The Vice President (External) of the Association.
 - iv. The Vice President (Academic) of the Association.
 - v. The Vice President (Marketing and Events) of the Association.
 - vi. The Vice President (Health Sciences) of the Association.
 - vii. Three Senators of the Association.
 - viii. The Executive-at-Large as a non-voting resource member.
 - b. Mandate
 - i. Operate in accordance the “Executive Policy and Procedure Manual.”
 - ii. Review all documents to be submitted to Council.
 - iii. Refer items to the relevant Committee when deemed appropriate.
 - iv. Refer items directly to Council when deemed appropriate.
 - v. Set the agenda for each Council meeting.
 - c. Meetings
 - i. The Executive Committee shall meet a minimum of once per month.

- ii. The committee chair shall, by the end of each meeting, list on that meeting's attendance sheet those members of the committee that had sent regrets, as well as those that were absent without sending regrets.
 - d. Reporting and Authority
 - i. 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.
- 7. Finance Committee
 - a. Membership
 - i. The Vice President (Internal) of the Association as Chairperson.
 - ii. The President of the Association.
 - iii. The Vice President (External) of the Association.
 - iv. One HSGSA designate.
 - v. One Senator of the Association.
 - vi. The Executive at Large as a non-voting resource member.
 - vii. A minimum of four representatives of the Association, with no fewer than one representative from each of the following disciplines:
 - 1. Humanities: i.e. History, English, Philosophy, French and Spanish, Religion, German, Icelandic, Near Eastern and Judaic Studies, Slavic Studies, Classics, etc.
 - 2. Social Sciences: i.e. Economics, Psychology, Sociology, Anthropology, Geography, Political Studies, etc.
 - 3. Natural and Agricultural Sciences: i.e. Geological Sciences, Human Ecology, Mathematics, Statistics, Microbiology, Chemistry, Physics, Biological Sciences and Agriculture, etc.
 - 4. Professional Studies: i.e. Administrative Studies, Computer Science, Engineering, Education, Pharmacy, Architecture, Law, Medicine, Dentistry, Social Work, etc.
 - b. Mandate
 - i. Oversee the disbursement of grants and donations for the Association.
 - ii. Provide monthly reports to Council on the finances of the Association, including spending and credit card reports.
 - iii. Make policy recommendations regarding the "Finance Policy and Procedure Manual" and the design of all grant and donation application forms.
 - iv. Ensure that:
 - 1. All documents and forms published by the Committee are current to the upcoming granting year.
 - 2. No discrepancies exist between applications and their governing subsections within the "Finance Policy and Procedure Manual."
 - v. To review reports submitted by Executive members who coordinate UMGSA events using UMGSA funds.
 - c. Meetings
 - i. The Finance Committee will meet a minimum of once per month.
 - ii. The committee chair shall, by the end of each meeting, list on that meeting's attendance sheet those members of the committee that had sent regrets, as well as those that were absent without sending regrets.
 - d. Reporting and Authority
 - i. The Chairperson shall report to the Council at each scheduled monthly meeting to provide an update on Finance Committee activities.
- 8. Internal Development and Review Committee
 - a. Membership
 - i. The President of the Association as Chairperson.
 - ii. The Vice President (Internal) of the Association.
 - iii. One HSGSA designate.
 - iv. One Senator of the Association.

- v. The Executive at Large as a non-voting resource member.
 - vi. No fewer than six representatives of the Association, with at least one representative from each the following disciplines:
 - 1. Humanities: i.e. History, English, Philosophy, French and Spanish, Religion, German, Icelandic, Near Eastern and Judaic Studies, Slavic Studies, Classics, etc.
 - 2. Social Sciences: i.e. Economics, Psychology, Sociology, Anthropology, Geography, Political Studies, etc.
 - 3. Natural and Agricultural Sciences: i.e. Geological Sciences, Human Ecology, Mathematics, Statistics, Microbiology, Chemistry, Physics, Biological Sciences and Agriculture, etc.
 - 4. Professional Studies: i.e. Administrative Studies, Computer Science, Engineering, Education, Architecture, Law, Medicine, Dentistry, Pharmacy, Social Work, etc.
- b. Mandate
- i. Address all matters requiring ethical consideration within the Association.
 - ii. Review and provide Council with direction on any material or issue Council calls into question regarding conduct or policy.
 - iii. Oversee the Association's continued development of, and adherence to, the UMGSA 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.
 - iv. Form an Internal Development and Review Subcommittee to perform the bi-annual review of the current Executive (see 8.e.i-xi).
 - v. Hiring of UMGSA Employees
 - 1. The IDRC will conduct the hiring of the UMGSA employees.
 - 2. The President and Vice President (Internal) of the UMGSA shall formalize employment postings and criteria for a position, with final approval given by the IDRC before being released.
 - 3. The President and Vice President (Internal) of the UMGSA shall formalize the contract for UMGSA employees, with final approval given on the contract's terminology by the IDRC 2015.04.22 UMGSA Council Meeting Minutes 27
 - 4. IDRC will require employees to sign a Confidentiality Agreement with the UMGSA due to the information a UMGSA employee will have access to.
 - 5. Any member of the IDRC who knows a possible contender for an employee position must declare a conflict of interest.
 - 6. Preference for UMGSA employee positions will be given to a University of Manitoba student who is a current Masters or Doctoral graduate student.
 - 7. The IDRC will be given the ability to review the work of the UMGSA employees rather than the UMGSA executive in order to avoid bias and possible conflict-of-interest.
 - 8. IDRC must be considered in the termination of employees in order to provide security to employees who may report inappropriate behaviour from members of the UMGSA executive, council, and/or staff.
- c. Meetings
- i. The Internal Development and Review Committee shall meet in May to determine a meeting schedule for each academic term.
 - ii. The Committee shall meet at least twice per academic term.
 - iii. The Internal Development and Review Committee shall determine its own meeting parameters and schedule.
 - iv. The committee chair shall, by the end of each meeting, list on that meeting's attendance sheet those members of the committee that had sent regrets, as well as those that were absent without sending regrets.
- d. Reporting and Authority

- i. 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.
 - e. Internal Development and Review Subcommittee
 - i. The Internal Development and Review Committee shall meet in May to form the Internal Development and Review Subcommittee.
 - ii. The Internal Development and Review Subcommittee shall include only those six non-Executive members outlined in the membership section.
 - iii. The HSGSA designate should have no standing on either the Executive or the HSGSA Executive; that member is to be included in the Internal Development and Review Subcommittee.
 - iv. The Chairperson of the Internal Development and Review Subcommittee will be elected at the April Council meeting, to take office beginning in May.
 - v. The Internal Development and Review Subcommittee shall perform three reviews of the Executive, with special regard to attendance and participation.
 - vi. The first review will cover from May 1 to August 31 and will be presented at the October Council meeting by the Chairperson of the Internal Development and Review Subcommittee.
 - vii. The second review will cover from September 1 to November 30 and will be presented at the February Council meeting by the Chairperson of the Internal Development and Review Subcommittee. 2015.04.22 UMGSA Council Meeting Minutes 28
 - viii. The third review will cover from December 1 to March 31 and will be presented at the April Council meeting by the Chairperson of the Internal Development and Review Subcommittee.
 - ix. The Internal Development and Review Subcommittee will make recommendations to Council for the development and maintenance of the review process.
 - x. The Chairperson of the IDRSC will obtain all official UMGSA and HSGSA documents required for each review of the executive directly from the Office Manager or Assistant. These documents will include, but are not limited to, all Executive and Council Meeting Minutes, all Council, Committee and Executive Attendance sheets, and all Council & Committee Meeting Agendas.
 - xi. It is the responsibility of both the President of the Association, as well as of the HSGSA President, to ensure that all official UMGSA and HSGSA documents required for each review of the executive have been submitted to the Office Manager or Assistant before the beginning of each review.
 - xii. The Chairperson of the IDRSC will obtain all Executive Self & Peer Review Forms from the Executives directly, to maintain confidentiality.
- 9. Office Committee
 - a. Membership
 - i. The President of the Association, who will act as chair and supervisor for the Office Manager (or designate).
 - ii. The Vice- President (Internal) of the Association (or designate).
 - iii. Four members of Council, elected by and from Council. No additional members of the executive shall be eligible for election.
 - iv. The Office Manager shall have ex- officio status on the Committee.
 - b. Mandate
 - i. Oversee the disbursement of funds for the employment of an Office Manager and for the renovation and maintenance of the UMGSA Office.
 - ii. Make policy recommendations regarding subsections of this Policy. An annual review of this Bylaw will be undertaken during the April Meeting of the Office Committee. The purpose of the review is to ensure that:
 - 1. The Policy is current and reflects current practice.
 - 2. All documents and forms published by the Committee are current to that year.
 - iii. Committee recommendations are forwarded to Council when proposed amendments modify the Policy.

- c. Meetings
 - i. The Office Committee at least once every two months at the call of the chair or the request of two voting members of the Committee.
 - ii. The Committee shall meet before the end of the budget year, in April, to review the Office Manager position.
 - iii. The committee chair shall, by the end of each meeting, list on that meeting's attendance sheet those members of the committee that had sent regrets, as well as those that were absent without sending regrets.
- d. Reporting and Authority
 - i. The Chairperson shall report to the Council at each scheduled monthly meeting to provide an update on Office Committee activities.
- e. Subsection A: Office Manager Review
 - i. The Office Committee shall have jurisdiction for making recommendations to the GSA Council on the following matters:
 - 1. The salary and benefits for the GSA Office Manager.
 - ii. 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.
- f. Subsection B: Office Maintenance and Enhancements
 - i. The Office Committee shall have jurisdictions for making recommendations to the GSA Council on the following matters:
 - 1. Policy regarding purchase/rental of office equipment.
 - 2. Policy regarding the purchase and use of office equipment including computers.
 - 3. Policy regarding the maintenance & renovation of office décor, including the kitchenette.
 - ii. In consultation with the Health Sciences Caucus, the Office Committee shall make recommendations to maintain and enhance GSA office services on the Health Sciences Campus.

Article IV: Ad-Hoc Committees

1. Council may call for an Ad-Hoc Committee through a regular motion of council with a simple majority.
 - a. When Council calls for an Ad-Hoc Committee, Council must declare:
 - i. committee composition
 - ii. mandate,
 - iii. meeting frequency
 - iv. reporting and authority
2. Selection Committee
 - a. Membership
 - i. The President of the Association as Chairperson.
 - ii. The Vice President (Internal) of the Association.
 - iii. One HSGSA designate.
 - iv. One Senator of the Association.
 - v. Three representatives of the Association.
 - b. Mandate
 - i. 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.
 - ii. The Selection Committee shall hire GSA employees except those otherwise specified in the Bylaws.
 - iii. Subsequent mandates as per the intentions of Council shall be determined when the Selection Committee is struck.
 - iv. The Selection Committee shall be dissolved by Council subsequent to the execution of their duties.
 - c. Meetings
 - i. The Selections Committee shall meet as required for the hiring of GSA employees. The committee chair shall, by the end of each meeting, list on that meeting's attendance sheet those members of the committee that had sent regrets, as well as those that were absent without sending regrets
 - d. Reporting and Authority
 - i. 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.
 - ii. 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.

Article V: External Committees

All Association representation on external committees is mandate by the committee's bylaws and guidelines. This list is not exhaustive, and does not supersede the bylaws of any external committee on which the GSA holds representation.

1. Graduate Studies Faculty Council
 - a. Membership
 - i. Fourteen members of the Association to include:
 1. The President of the Association as an ex-officio member;
 2. The Vice President (Academic) of the Association as an ex-officio member;
 3. One Council representative of the Association;
 4. One non-Council representative of the Association;
 5. Two representatives of the Association from Humanities departments;
 6. Two representatives of the Association from Social Science departments;
 7. Two representatives of the Association from Health Sciences departments;
 8. Two representatives of the Association from Agricultural Science departments;
 9. Two representatives of the Association from Natural Science departments.
 - b. Mandate
 - i. 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.
 - ii. 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.
 - iii. Each representative shall be elected for a term of one year.
 - iv. No representative shall be elected for more than two consecutive terms.
 - v. 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.
2. Faculty of Graduate Studies Executive Committee
 - a. Membership
 - i. The President of the Association as an ex-officio member.
 - ii. The Vice President (Academic) of the Association as an ex-officio member.
 - iii. One member of the Association selected from the membership of the Faculty of Graduate Studies Council.
 - b. Mandate
 - i. 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.
 - ii. 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.
 - iii. Each representative shall be elected for a term of one year.
3. Faculty of Graduate Studies Appeals Committee
 - a. Membership
 - i. Four members of the Association as full members of the Faculty of Graduate Studies Appeals Committee.
 - ii. Four members of the Association as alternate members for the Faculty of Graduate Studies Appeals Committee.
 - b. Mandate
 - i. 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.

- i. In the event that a designate is selected, that designate shall be the Vice-President (Academic) of the Association.
 - ii. 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.
9. Senate Committee on Academic Computing
 - a. Membership
 - i. Two representatives of the Association.
 - b. Mandate
 - i. 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.
 - ii. Each representative shall have the option of serving a two-year term.
10. Senate Committee on Animal Care
 - a. Membership
 - i. One representative of the Association.
 - b. Mandate
 - i. 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.
 - ii. The representative shall have the option of serving a two-year term.
11. Senate Committee on the Ethics of Research Involving Human Subjects
 - a. Membership
 - i. One representative of the Association.
 - b. Mandate
 - i. 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.
 - ii. The representative shall have the option of serving a two-year term.
12. Senate Committee on Instruction and Evaluation
 - a. Membership
 - i. The Vice President (Academic) of the Association.
 - ii. Up to three additional members of the Association.
 - b. Mandate
 - i. 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.
 - ii. 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.
 - iii. The representative(s) shall have the option of serving a two-year term.
13. Senate Committee on Libraries
 - a. Membership
 - i. One member of the Association from a Social Science or Humanities department.
 - ii. One member of the Association from a Natural Science department.
 - b. Mandate
 - i. One of the two above representatives shall be a Senator of the Association.
 - ii. 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.
 - iii. Each representative shall have the option of serving a two-year term.
14. Senate Planning and Priorities Committee
 - a. Membership
 - i. The President of the Association, or designate.
 - b. Mandate
 - i. In the event that a designate is selected, that designate shall be a Senator of the Association.

- ii. 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.
- 15. Senate Committee on University Research
 - a. Membership
 - i. One member of the Association from a Social Science or Humanities department.
 - ii. One member of the Association from a Natural Science department.
 - b. Mandate
 - i. One of the two above representatives shall be the Vice President (Academic) of the Association.
 - ii. 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.
- 16. Joint Senate Committee on Master's Programs
 - a. Membership
 - i. One representative of the Association enrolled in a Joint Master's Program between the University of Manitoba and the University of Winnipeg.
 - b. Mandate
 - i. 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.
 - ii. The representative shall have the option of serving a two year term.
- 17. Budget Advisory Committee
 - a. Membership
 - i. The President of the Association as an ex-officio member.
 - b. Mandate
 - i. There is no mandate at this time.
- 18. Student Senate Caucus
 - a. Membership
 - i. The Student Senate Caucus shall be composed of:
 - a. The UMGSA Vice-President Academic, as Co-Chairperson;
 - b. The UMSU Vice-President Advocacy, as Co-Chairperson;
 - c. The UMGSA President;
 - d. The UMSU President;
 - e. All undergraduate and graduate student members of the University of Manitoba Senate, the University Discipline Committee, and all Senate Committees.
 - b. Mandate
 - i. The mandate of the Student Senate Caucus shall be to provide an open forum for student senators to discuss the affairs of Senate and the Committees of Senate, facilitate the development of questions to be brought forward to Senate, and nominate members to the standing committees of Senate. The mandate of the Student Senate Caucus shall also be to provide a coordinated effort for advocacy efforts and student representation on campus through regular meetings, discussions, and leadership.
 - ii. The Student Senate Caucus shall determine the priorities and coordinate the activities of undergraduate and graduate student members of the following bodies:
 - a. The University of Manitoba Senate.
 - b. The University Discipline Committee;
 - c. All University of Manitoba Senate Committees
 - iii. The Student Senate Caucus shall strive to keep students informed of important policy updates through means they determine to be most fitting.
 - c. Meetings
 - i. The meetings of the Student Senate Caucus should occur before every meeting of the University of Manitoba Senate.

- d. Reporting and Authority
 - i. Reports shall be given from all bodies of student representation at Student Senate Caucus meetings to update individuals on current progress of objectives, new information presented, and any other pertinent information.
 - ii. When appropriate, the UMGSA Vice-President Academic and/or the UMSU Vice-President Advocacy will present motions and/or policies proposed by the Student Senate Caucus to the University of Manitoba Senate, to the UMGSA Council, to the UMSU Board of Directors, and/or to any relevant committees related to any of these groups.
 - iii. No action of the Student Senate Caucus is binding upon the Executives or the Council of the UMGSA, nor upon the Executives or the Board of UMSU.