

Executive 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 means within two weeks of the changes being accepted.

Article II: Relevant Bylaws

1. This Policy Manual applies to Article 5.1 of the Association's Bylaws.

Article III: Executive Roles and Responsibilities

1. Assumption of responsibilities and term of office for the Executive and Council:
 - a. Executive members shall assume office May 1st.
 - b. GSA Senators shall assume responsibility with the respective bodies in accordance to Senate bylaws.
 - c. Each Council representative shall assume office at the first regular Council meeting following the departmental selection.
 - d. The term of office of each Executive and Council member shall be one year.
2. The President shall perform the following duties:
 - a. Supervise the day-to-day business of the UMGSA.
 - b. Have signing authority for the UMGSA.
 - c. Be the official spokesperson for the UMGSA.
 - d. Manage staff relations.
 - e. Attend all meetings of the UMGSA.
 - f. Serve on and chair committees as specified in the "Committee Policy and Procedure Manual."
 - g. Sit on all internal committees of the UMGSA.
 - h. Serve on the Faculty of Graduate Studies Executive Committee and Council.
 - i. Serve on, or provide designates to serve on, committees of the Faculty of Graduate Studies, both permanent and ad-hoc.
 - j. Serve on, or find designates for, University committees.
 - k. Coordinate appointments to internal and external committees, seeking ratification from Council as appropriate.
 - l. Provide names of all graduate students who serve on such committees to the Vice-President (Internal) regarding recognition by the Student Records Office.
 - m. Be prepared to perform duties of the Vice-President (Internal), Vice- President (External) and Vice-President (Academic) in case of illness schedule conflict, etc., on an interim basis.
 - n. Post and keep a minimum of 2 regular office hours per week, between 9:00 a.m. and 5:00 p.m., except when absent due to sickness, travel or other reasonable eventualities, and see that notice is posted and alternative hours are provided whenever the regular hours cannot be fulfilled.
 - o. Present a written report at each UMGSA Council meeting. Provide to the UMGSA Council a written list of all internal and external meetings attended, noting scheduled meetings that the President was unable to attend, and a record of office hours maintained.
 - p. Perform other tasks as assigned by the UMGSA Executive or Council.
 - q. Submit all official UMGSA documents to the Office Manager or Assistant, including but not limited to all Meeting Agendas and Minutes, Attendance sheets, and Reports. Submit all these

documents promptly, with sufficient time for the Office Manager or Assistant to review them, check the documents for any errors, and where appropriate ensure a consistent format, particularly before any are sent out with monthly Council documents.

3. The Vice-President (Internal) shall perform the following duties:
 - a. Have signing authority for the UMGSA.
 - b. Serve on and chair committees as specified in the “Committee Policy and Procedure Manual.”
 - c. Oversee the UMGSA Student Planner content development and advertising for the following school year. VPI will collaborate with VPME who contributes graphic, layout and printing.
 - d. Ensure the Association’s official documents are up-to-date and submit to VPME to put on the UMGSA website.
 - e. Act as joint authority and share responsibility with the President for the daily affairs of the UMGSA.
 - f. Perform duties of the President in case of illness, schedule conflict, resignation, etc., on an interim basis.
 - g. Approve the names of graduate students serving as active participants on UMGSA committees upon confirmation of participation.
 - h. Attend all UMGSA Executive and Council meetings and present a written report at each Council meeting. Provide to each UMGSA Council meeting a written list of all internal and external meetings attended, noting scheduled meetings the Vice-President (Internal) was unable to attend, and a record of office hours maintained.
 - i. Supervise the keeping of all necessary financial records of the UMGSA, including but not limited to bills, cheque books and monthly accounting.
 - j. Submit the budget prepared by the Executive to Council for its approval by the May Council meeting.
 - k. Present bi-annual financial reports to Council, to be given at Council meetings held before December 1 and before May 1 of each academic year.
 - l. Submit the financial records of the UMGSA for an annual audit upon notice from Council.
 - m. Ensure financial records are available to any Council member, upon arrangement.
 - n. Coordinate the process of awarding of regular and special UMGSA grants, subject to approval by UMGSA Council.
 - o. Post and keep a minimum of 2 regular office hours per week, between 9:00 a.m. and 5:00 p.m., except when absent due to sickness, travel or other reasonable eventualities, and see that notice is posted and alternative hours are provided whenever the regular hours cannot be fulfilled.
 - p. Perform other tasks as assigned by the UMGSA Executive or Council.
 - q. Submit all official UMGSA documents to the Office Manager or Assistant, including but not limited to all Meeting Agendas and Minutes, Attendance sheets, and Reports. Submit all these documents promptly, with sufficient time for the Office Manager or Assistant to review them, check the documents for any errors, and where appropriate ensure a consistent format, particularly before any are sent out with monthly Council documents.
4. The Vice-President (External) shall perform the following duties:
 - a. Serve, or find a designate, as the official representative of the UMGSA in external matters pertaining to the relationship of the UMGSA with other graduate and university student associations.
 - b. Serve as the official representative of the UMGSA, on behalf of the President, at meetings, that are delegated with proper discussion and agreement by the Vice-President (External) on the University Campus and its affiliates.
 - c. Have signing authority for the UMGSA.
 - d. Serve on and chair committees as specified in the “Committee Policy and Procedures Manual.”
 - e. Liaise with coalition partners and external organizations as representative for the UMGSA. The VPE may request support from the VPME regarding marketing.
 - f. Assist the Vice President (Marketing and Events) with UMGSA student outreach events.
 - g. Act as a representative at external events.

- h. Liaise with the government and the public at large.
 - i. Post and keep a minimum of 2 regular office hours per week, between 9:00 a.m. and 5:00 p.m., except when absent due to sickness, travel or some other reasonable eventuality, and see that notice is posted and alternative hours are provided whenever the regular hours cannot be fulfilled.
 - j. Attend all UMGSA Executive and Council meetings and present a written report at each Council meeting. Provide to each UMGSA Council meeting a written list of all internal and external meetings attended, noting scheduled meetings the Vice-President (External) was unable to attend, and a record of office hours maintained.
 - k. Perform other tasks as assigned by the UMGSA Executive or Council.
 - l. Submit all official UMGSA documents to the Office Manager or Assistant, including but not limited to all Meeting Agendas and Minutes, Attendance sheets, and Reports. Submit all these documents promptly, with sufficient time for the Office Manager or Assistant to review them, check the documents for any errors, and where appropriate ensure a consistent format, particularly before any are sent out with monthly Council documents.
5. The Vice-President (Academic) shall perform the following duties:
- a. Serve on Senate Committees and Co-Chair, unless designated otherwise, of the Student Senate Caucus.
 - b. Serve on and chair committees as specified in the “Committee Policy and Procedures Manual.”
 - c. Advocate for students on academic issues.
 - d. Attend all GSA Executive and Council meetings and present a written report at each Council meeting. Provide to each UMGSA Council meeting a written list of all internal and external meetings attended, noting scheduled meetings unable to attend, and a record of office hours maintained.
 - e. Plan the UMGSA Awards Luncheon, with the assistance of the Vice President (Marketing and Events)
 - f. Organize academic workshops and the speaker series events held on campus.
 - g. Act as Liaison between the Association and the Faculty of Graduate Studies and serve on the Faculty of Graduate Studies Executive Committee and Council.
 - h. Assume responsibility on matters of University discipline as they concern the membership of the Association and sit on any Local Disciplinary Committee in the capacity of Student Advocate.
 - i. Act in an advisory function to the Office of Student Advocacy on behalf of graduate students. Attend educational seminars on advocacy and appeals training conducted by the Office of Student Advocacy.
 - j. Post and keep a minimum of 2 regular office hours per week, between 9:00 a.m. and 5:00 p.m., except when absent due to sickness, travel or some other reasonable eventuality, and see that notice is posted and alternative hours are provided whenever the regular hours cannot be fulfilled.
 - k. Perform other tasks as assigned by the UMGSA Executive or Council.
 - l. Have signing authority for the UMGSA.
 - m. Submit all official UMGSA documents to the Office Manager or Assistant, including but not limited to all Meeting Agendas and Minutes, Attendance sheets, and Reports. Submit all these documents promptly, with sufficient time for the Office Manager or Assistant to review them, check the documents for any errors, and where appropriate ensure a consistent format, particularly before any are sent out with monthly Council documents.
6. The Vice-President (Marketing and Events) shall perform the following duties:
- a. Be a spokesperson for the UMGSA, with correspondence and discussion occurring with the UMGSA President first.
 - b. Implementing the UMGSA Communications Policy.
 - c. Maintain and monitor the UMGSA website.
 - d. Maintain and monitor correspondence and outreach with the Gradzette.

- e. Handle UMGSA social media accounts.
 - f. Handle UMGSA outreach events, with the assistance of the Vice-President (External).
 - g. Collaborate with the VPI on the UMGSA Student Planner. The VPME will be responsible for graphics, layout, and printing.
 - h. Handle planning and organization of UMGSA Orientation socials, technical planning, and marketing.
 - i. Handle planning and organization of UMGSA Orientation lectures, external relations, and presentations.
 - j. Maintain authority of the development and implementation of social, cultural, and sporting events that may be held by the UMGSA – such as intermural sports, socials, visual art events, etc.
 - k. Assist the Office Manager in reviewing the UMGSA Lounge rentals as well as the UMGSA Lounge Rental Policy.
 - l. Post and keep a minimum of 2 regular office hours per week, between 9:00am and 5:00pm, except when absent due to sickness, travel or some other reasonable eventuality, and see that notice is posted and alternative hours are provided whenever the regular hours cannot be fulfilled.
 - m. Attend all UMGSA Executive and Council meetings and present a written report at each Council meeting. Provide to each UMGSA Council meeting a written list of all internal and external meetings attended, noting scheduled meetings the Vice-President (Marketing and Events) was unable to attend, and a record of office hours maintained.
 - n. Work alongside the HSGSA Vice President (Marketing and Events) when deemed applicable.
 - o. Serve on and chair committees as specified in the “Committee Policy and Procedures Manual.”
 - p. Support other VPs through marketing of both internal and external events.
 - q. Submit all official UMGSA documents to the Office Manager or Assistant, including but not limited to all Meeting Agendas and Minutes, Attendance sheets, and Reports. Submit all these documents promptly, with sufficient time for the Office Manager or Assistant to review them, check the documents for any errors, and where appropriate ensure a consistent format, particularly before any are sent out with monthly Council documents.
 - r. Have signing authority for the UMGSA.
7. The Vice-President (Health Sciences) shall perform the following duties:
- a. Serve as liaison and UMGSA advocate for Health Sciences graduate students.
 - b. Work with the Vice-President (Academic) and Vice-President (External) to serve as advocate for Health Sciences graduate students to the University administration and other bodies.
 - c. Serve on the Faculty of Medicine Sub-council of the Faculty of Graduate Studies.
 - d. Act, or appoint a designate to act, as the Association's representative on all Health Sciences committees or boards when so requested by those bodies. Forward names to UMGSA Council for approval as appropriate.
 - e. Provide names of all graduate students who serve on Health Sciences committees to the Vice-President (Internal) for confirmation of student participation.
 - f. Serve on UMGSA committees as specified by the “Committee Policy and Procedures Manual.”
 - g. Attend all UMGSA Executive and Council meetings and present a written report at each Council meeting. Provide to each GSA Council meeting a written list of all internal and external meetings attended, noting scheduled meetings unable to attend, and a record of office hours maintained.
 - h. Post and keep a minimum of 2 regular office hours per week at the HSGSA Office, between 9:00 a.m. and 5:00 p.m., except when absent due to sickness, travel or some other reasonable eventuality, and see that notice is posted and alternative hours are provided whenever the regular hours cannot be fulfilled.
 - i. Perform other tasks as assigned by the UMGSA Executive, Council.
 - j. Submit all official UMGSA documents to the Office Manager or Assistant, including but not limited to all Meeting Agendas and Minutes, Attendance sheets, and Reports. Submit all these documents promptly, with sufficient time for the Office Manager or Assistant to review them, check the documents for any errors, and where appropriate ensure a consistent format, particularly before any are sent out with monthly Council documents.

8. Each Senator of the Association shall perform the following duties:
 - a. Attend all Senate and Student Senate Caucus
 - b. Serve on at least one Senate Committee.
 - c. Represent the interests of graduate students and the UMGSA to the Senate and on Senate Committees.
 - d. Attend all UMGSA Executive and Council meetings and present a written report at each Council meeting. Provide to each GSA Council meeting a written list of all internal and external meetings attended, noting scheduled meetings unable to attend, and a record of office hours maintained.
 - e. Work with other UMGSA Senators to ensure a Senators' Report is written and presented at each UMGSA Council meeting.
 - f. Serve on at least two internal committees.
 - g. Post and keep a minimum of 2 regular office hours per week, between 9:00 a.m. and 5:00 p.m., except when absent due to sickness, travel or some other reasonable eventuality, and see that notice is posted and alternative hours are provided whenever the regular hours cannot be fulfilled.
 - h. Failure to attend or to designate a proxy to attend 2 or more Senate meetings and/or Student Senate Caucus meetings shall constitute gross negligence. Failure to attend 2 or more UMGSA Executive meetings without good reason and sending regrets, or failure to attend 2 or more GSA Council meetings without good reason and sending regrets, shall also constitute gross negligence.
 - i. Submit all official UMGSA documents to the Office Manager or Assistant, including but not limited to all Meeting Agendas and Minutes, Attendance sheets, and Reports. Submit all these documents promptly, with sufficient time for the Office Manager or Assistant to review them, check the documents for any errors, and where appropriate ensure a consistent format, particularly before any are sent out with monthly Council documents.
9. The Executive-At-Large shall:
 - a. Serve as an advisor to the incoming executive.
 - b. Attend all UMGSA Executive meetings and present a written report at each Council meeting. Provide to each GSA Council meeting a written list of all internal and external meetings attended, noting scheduled meetings unable to attend, and a record of office hours maintained.
 - c. Act as alternate chair of the council and of general meetings.
 - d. Chair and attend any committee meetings as required in the "Committee Policy and Procedures Manual".
 - e. Post and keep a minimum of 2 regular office hours per week at the UMGSA Office, between 9:00 a.m. and 5:00 p.m., except when absent due to sickness, travel or some other reasonable eventuality, and see that notice is posted and alternative hours are provided whenever the regular hours cannot be fulfilled.
 - f. Perform other duties as assigned by the UMGSA Executive or Council.
 - g. Submit all official UMGSA documents to the Office Manager or Assistant, including but not limited to all Meeting Agendas and Minutes, Attendance sheets, and Reports. Submit all these documents promptly, with sufficient time for the Office Manager or Assistant to review them, check the documents for any errors, and where appropriate ensure a consistent format, particularly before any are sent out with monthly Council documents.
10. Leaves of Absence:
 - a. Authorized leaves of absence (ALA) are paid leaves of absence.
 - b. They shall not exceed 3 weeks per leave, and are limited to 2 leaves per term of office and should be available by email in order to be paid.
 - c. ALAs shall be authorized by the executive committee and reported in the executive reports at the next scheduled council meeting.

Article IV: Conflict Resolution Procedure

- a. In the event of a conflict means should be taken for resolution including but not limited to:
 - i. Initial face to face dialogue between conflicting parties
 - ii. mediation efforts internal to the UMGSA executive
 - iii. Introduction of the conflict to UMGSA council for debate and dialogue on the way forward
- b. In the event that the conflict has not been resolved by the protocols outlined in IV.a. impeachment of an Executive's position can be considered.
- c. The procedure for impeachment is as follows:
 - i. Mediation efforts conducted by a party external to the UMGSA executive as mandated by the UMGSA council
 - ii. Formation of a commission for a fact-finding mission carried out by the IDRSC or other delegated members of council
 - iii. Five students, who are not members of either campus' Association's Executive, must provide in writing their grievances and clear documentation of the steps taken to resolve the conflict.