

UMGSA Annual General Meeting Documents Index Page

Wednesday, December 5th, 2018 - 5:30 PM - UMGSA Lounge

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UMGSA Annual General Meeting Agenda

Wednesday, December 5th, 2018 - 5:30 PM - UMGSA Lounge

1. Call to Order

2. Ratification of the Chairperson

MOTION: Be It Resolved That the UMGSA membership ratifies Karalyn Dokurno as the Chairperson for today's UMGSA Annual General Meeting.

3. Traditional Territories Acknowledgement

The University of Manitoba campuses are located on original lands of the Anishinaabeg, Cree, Oji-Cree, Dakota, and Dene peoples, and on the homeland of the Métis Nation. We respect the Treaties that were made on these territories, we acknowledge the harms and mistakes of the past, and we dedicate ourselves to move forward in partnership with Indigenous communities in a spirit of reconciliation and collaboration.

4. Approval of the Agenda

MOTION: BIRT the UMGSA membership approves the agenda for the December 5th, 2018, UMGSA Annual General Meeting as presented.

5. Approval of the Minutes

The minutes of the January 16th, 2018, UMGSA Annual General Meeting are included as Appendix I to this meeting agenda, in a separate document.

MOTION: BIRT the UMGSA membership approves the minutes of the January 16th, 2018, UMGSA Annual General Meeting as presented.

6. Introduction of Executive Members and Office Staff

6.1. Full Listing of Committee, Council and Board Membership for All Executives:

This listing is included as Appendix II to this meeting agenda.

7. Committee Reports

7.1. Annual General Meeting Committee Reports: These reports are included as Appendix III to this meeting agenda.

8. Health Sciences Graduate Students' Association Report

8.1. Annual General Meeting HSGSA Report: This report is included as Appendix IV to this meeting agenda.

9. Senate Report

9.1. Annual General Meeting Senate Report: This report is included as Appendix V to this meeting agenda.

10. New Business

10.1. 2018-19 UMGSA Budget Update: For information only, this budget update includes the actual year-to-date revenues and expenses of the UMGSA from May 1st to mid-November, 2018. Also listed is the version of the Budget approved at the May

UMGSA Council Meeting, as well as the proposed amendments to the Budget which have been scheduled for a discussion and vote by the UMGSA Council exactly one week before this AGM, on November 28th. The 2018-19 UMGSA Budget Update is included as Appendix VI to this meeting agenda.

- 10.2. Audited UMGSA Financial Statements for 2017-18:** In accordance with the UMGSA's policies, the Association's Financial Statements are audited annually by an external accounting body. BDO Canada, LLP conducted the audit for the 2017-18 UMGSA financial year. The auditors attest that these statements fairly present the financial position of the UMGSA. The Audited UMGSA Financial Statements for 2017-18 are included as Appendix VII to this meeting agenda.

MOTION: BIRT the UMGSA membership approves the Audited UMGSA Financial Statements for the 2017-18 UMGSA financial year, as prepared by BDO Canada, LLP.

- 10.3. Auditors for the UMGSA's Financial Statements for 2018-19:** BDO Canada, LLP has been our auditor for many years, and they know us as an organization quite well. That knowledge aids them in their work, and produces more precise audit results for the UMGSA. Their fees are comparable to other similarly-qualified auditors.

MOTION: BIRT the UMGSA membership approves the selection of BDO Canada, LLP as the auditors for the UMGSA's financial statements for the 2018-19 UMGSA financial year.

- 10.4. Updates to the UMGSA Bylaws:** Updating our governance documents has been an ongoing project during this executive term. The primary purposes behind these updates are to improve consistency, reduce redundancy, and provide greater clarity to our policies and procedures. The proposed updates to the UMGSA Bylaws are coinciding with the amalgamation of most of our policy manuals. The proposed aggregation has been scheduled to be discussed and voted-on at the November UMGSA Council meeting, exactly one week before this Annual General Meeting. This has been timed to minimize the transition period between our current governance documents, and the proposed versions of those documents. The updates which are approved at that meeting of Council explicitly will not take effect until updates to the UMGSA Bylaws are approved at this AGM. If any amendments are made to the Bylaws at the AGM which will require amendments to the amalgamation of our policies, then further changes will be presented for approval at the January 2019 UMGSA Council meeting. As is also the case with the aggregation of our policies, all currently-defined executive roles will remain in place until the end of the current executive term at the end of April, 2019. The proposed UMGSA Bylaws are presented in full as Appendix IX to this meeting agenda, preceded by an executive summary of the proposed changes included as Appendix VIII. The current version of the Bylaws is provided as Appendix X.

MOTION: BIRT the UMGSA membership approves the updates to the UMGSA Bylaws as presented. Current executive roles will remain in place until the end of the current executive term.

Moved by the Bylaws and Policy Committee.

- 10.5. External Organization Affiliations:** The UMGSA Bylaws stipulate that our affiliations with external organizations shall be discussed at every General Meeting.

The UMGSA is not a member of the Canadian Federation of Students (CFS), nor its affiliated groups, CFS - Services (CFS-S) and CFS - Manitoba (CFS-MB). Because the CFS has not been willing to concede that fact, per-student fees equal to the amounts that would have been paid to the CFS by equivalent student groups have been collected in a contingency fund to defend the UMGSA's position on this matter. Once the issue of membership is finally resolved, the UMGSA membership will determine the use of all remaining money in that fund.

11. Announcements

11.1. UMGSA Fall Referendum: All graduate students have the opportunity to vote in the UMGSA Fall Referendum. The referendum asks: “Do you support having the fees collected on behalf of the UMGSA indexed to inflation?” Campaigning begins on November 26th, and online voting is taking place from December 5th to 7th. Check your UofM email address for the link to vote.

11.2. UMGSA General Election: The 2019 UMGSA General Election is held each year in the Winter term to select the UMGSA Executives for the coming academic year. Notification of the timeline for the upcoming election will be sent out in January. Both nominations and voting are open to all current graduate students at the University of Manitoba.

12. Adjournment

Appendix II :

Full Listing of Committee, Council, and Board Membership for All Executives

President - Carl Neumann

- UMGSA Council
- UMGSA Executive Committee (Chairperson)
- UMGSA Internal Development and Review Committee (Chairperson)
- UMGSA Bylaws and Policy Committee
- UMGSA Finance Committee
- UMGSA Awards Committee
- UMGSA Campaigns Committee
- UMGSA Events Committee
- UMGSA Indigenous Ad-Hoc Committee
- UofM Board of Governors
- UofM Distinguished Service Award Committee
- University Discipline Committee
- University of Manitoba Senate (Assessor - Non-Voting)
- Senate Executive Committee (Assessor - Non-Voting)
- Senate Committee on Libraries
- Student Senate Caucus
- Faculty of Graduate Studies (FGS) Faculty Council
- FGS Executive Committee
- FGS Graduate Student Experience Committee
- UofM Student Experience Committee
- UofM Alumni Association Board of Directors
- UofM Alumni Association Student Engagement Committee
- UofM Alumni Relations Working Group
- UofM Budget Advisory Committee
- UofM International Advisory Committee
- Campus Alliance for Diversity and Inclusion
- Campus Planning and Design Committee
- Academic Schedule Review Committee
- Strategic Enrolment Management Planning Committee
- Instructional Space Management Advisory Committee
- Responsible Conduct of Research Committee
- UofM Next Generation Web Experience Project Board
- UofM Accessibility for Manitobans Act Steering Committee
- Respectful Work & Learning Environment & Sexual Assault Policy Advisory Committee

HSGSA President – Carmine Slipski

- HSGSA Council
- HSGSA Executive Committee (Chairperson)
- HSGSA Bylaws Committee
- HSGSA Finance Committee
- HSGSA Internal Development and Review Committee
- HSGSA Research Days Committee
- UMGSA Council
- UMGSA Executive Committee
- UMGSA Internal Development and Review Committee
- FGS Council
- FGS Executive Committee

Vice-President Internal – Cody Ross

- UMGSA Council
- UMGSA Executive Committee
- UMGSA Internal Development and Review Committee
- UMGSA Bylaws and Policy Committee (Chairperson)
- UMGSA Finance Committee (Chairperson)
- University IT Advisory Council (UITAC)
- Student IT Experience Committee (SITEC)
- University of Manitoba Senate Committee on Nominations

Vice-President External (VPE) – Skye Kushner

- UMGSA Council
- UMGSA Campaigns Committee (Chairperson)
- UMGSA Events Committee
- UMGSA Executive Committee
- UMSU Board of Directors (Non-Voting)
- UMSU Members Services Committee
- UMSU UPASS Committee
- University Disciplinary Committee
- Champions of Mental Health Working Group
- Sustainability Committee
- Sexual Assault and Violence Steering Committee
- Student Experience Committee
- Campus-Wide Food Services Committee

Vice-President Academic (VPA) – Silvia Araujo

- UMGSA Council
- UMGSA Executive Committee
- UMGSA Awards Committee (Chairperson)
- UMGSA Bylaws and Policy committee
- UMGSA Campaigns Committee
- Student Senate Caucus (Co-Chair)
- Senate Committee on Instruction and Evaluation - SCIE
- Senate Committee on Academic Dress
- FGS Faculty Council
- FGS Executive Committee
- FGS Awards Committee
- FGS Graduate Student Experience Committee
- UofM Student Experience Committee
- Childcare Working Group
- SEEQ Review (a subcommittee of SCIE)
- Academic Integrity Advisory Committee

Vice-President Marketing & Events (VPME) – Sakib Rahman

- UMGSA Council
- UMGSA Executive Committee
- UMGSA Events Committee (Chairperson)
- UMGSA Awards Committee
- UMGSA Campaigns Committee
- IT Governance Process
- Student IT Experience Committee
- Survey Review Committee
- Co-Curricular Record Review Committee
- Alcohol Awareness and Advisory Committee
- Senate Committee on Libraries

Senator 1 – Felix Chidiebere Nwaiwu

- UMGSA Council
- UMGSA Executive Committee
- UMGSA Bylaws and Policy Committee
- UMGSA Events Committee
- Student Senate Caucus
- University of Manitoba Senate
- Senate Executive Committee
- Senate Committee on Appeals
- Senate Committee on Admissions
- Senate Committee on University Research
- FGS Faculty Council
- FGS Appeals Committee
- FGS Graduate Student Experience Committee

Senator 2 – Laura Forsythe

- UMGSA Council
- UMGSA Executive Committee
- UMGSA Indigenous Ad hoc Committee (Chairperson)
- UMGSA Finance Committee
- UMGSA Campaigns Committee
- University of Manitoba Senate Committee on Academic Review
- University of Manitoba Senate Planning and Priorities Committee
- University of Manitoba Senate Committee on University Research
- University of Manitoba Senate Committee on Instruction and Evaluation
- University of Manitoba Faculty of Arts Equity, Diversity, Inclusion and Human Rights
- Faculty of Graduate Studies Faculty Council
- University of Manitoba Chancellor Search Committee
- UMF Board of Directors
- Student Senate Caucus
- University of Manitoba Indigenous Students Association
- Metis University Students Association

Appendix III :

Annual General Meeting UMGSA Committee Reports

Executive Committee

Chairperson: Carl Neumann (UMGSA President)

The Executive has been hard at work again this year. Here are some highlights:

- We are continuing our efforts to increase the inclusion of Indigenous grad students within the UMGSA and within the University more broadly.
- We worked with the University administration to ensure the best possible health coverage for international students at the lowest possible cost.
- The Executive are participating in multiple committees dealing with sexual assault prevention, and the UofM's review of its related policies. We also arranged a consultation session for the UMGSA Council, and Consent Culture training is planned for later in the year.
- The UMGSA Executive has joined efforts to oppose racism on campus and beyond, and we are developing clear protocols for how to support grad students who are being affected.
- We have made significant savings by cutting our expenditures. This has allowed us to maintain a balanced budget.
- We have made significant improvements to the UMGSA Handbook, while decreasing our costs by acquiring software to edit the handbook within our own office. We also significantly increased our goal for advertisement sales to the highest it has ever been, and then exceeded our goal by a significant margin.
- We have finalized our new contract with The Manitoban, and the UMGSA will now receive half a page of advertising in each issue at no cost.
- We hosted the August ThinkGRAD Meeting this year. Significant insights were gained from other member graduate student associations, and our relationships with other groups was strengthened. All costs of hosting were covered by ThinkGRAD. We organized a guided tour of the Canadian Museum for Human Rights for delegates as part of the conference.
- We have acquired a durable stand-up banner featuring the UMGSA Logo, to better-represent the presence and importance of the UMGSA at numerous events throughout each year.
- We have improved our email Newsletters, with improved functionality and convenient links.
- We attended many departmental orientations in September to increase the visibility of the UMGSA and its services, in addition to the main Fort Garry Campus and Bannatyne Campus Graduate Student Orientations, and our own Welcome Barbeque event.

Executive Committee Membership:

- Carl Neumann, UMGSA President (Chairperson)
- Cody Ross, VP Internal
- Skye Kushner, VP External
- Silvia Araujo, VP Academic
- Sakib Rahman, VP Marketing and Events
- Carmine Slipski, HSGSA President
- Chidiebere Felix Nwaiwu, Senator 1
- Laura Forsythe, Senator 2

Internal Development and Review Committee

Chairperson: Carl Neumann (UMGSA President)

The UMGSA's Internal Development and Review Committee has formed the IDR Sub-Committee (IDRSC), which conducts the annual reviews of the UMGSA Executive. The Committee voted to approve Kevin Boreskie and Chantal Asselin as co-chairpersons of the IDRSC. The IDRSC includes all the members of the IDRC excluding the Executive members. The IDRSC is currently conducting the first executive review of the current UMGSA executives.

Internal Development and Review Committee Membership:

- Carl Neumann, UMGSA President (Chairperson)
- Cody Ross, UMGSA VP Internal
- Carmine Slipski, HSGSA President
- Prajwal Raghunatha, HSGSA Senator
- Julia Minarik, Philosophy
- Eric Gagnon, Political Studies
- M M Uzzal Ahmed Liton, Plant Science
- Junfei Guo, Animal Science
- Hrishekesh Banik, Biosystems Engineering
- Navjot Kaur Brar, Biosystems Engineering
- Roh Amromanoh, Mechanical Engineering
- Longwei Yang, Finance
- Razia Sultana, Food Science
- Chantal Asselin, Physiology & Pathophysiology
- Kevin Boreskie, Applied Health Sciences
- Luis Cordero-Monroy, Human Nutritional Sciences

Bylaws and Policy Committee

Chairperson: Cody Ross (VP Internal)

The UMGSA Bylaws & Policy Committee has achieved a tremendous amount in the first half of this year.

- First, six motions have been passed by Council related to revisions to the Election and Referendum Manual suggested by the Bylaws & Policy Committee. Multiple changes were made to the Election and Referendum Manual last year and the revisions suggested this year were inspired by commentary and suggestions provided by the CRO and DRO following the last election.
- Second, is a complete overhaul to the UMGSA Bylaws. This endeavour included input from Executive, Council and other Committees. Recommended changes were passed by a joint committee of the UMGSA and HSGSA Bylaws and Policy Committees. Specific details pertaining to those changes are being discussed and voted on at the current AGM.
- Third, is an ongoing effort to aggregate and simplify the existing governing documents. So far many of the UMGSA governing documents have been combined into a single Governance and Operations Manual. Repeated information has been removed from this document and all necessary changes have been made to ensure parallel functionality with the revised Bylaws. In the new year, additional changes will be made to further streamline the documents, making them more manageable and accessible to the entire UMGSA Membership.

Bylaws and Policy Committee Membership:

- Cody Ross (Chairperson)
- Carl Neumann
- Silvia Araujo
- Crystal Acosta
- Felix Nwaiwu
- Kasey Morgan
- Eric Gagnon
- M M Uzzal Ahmed
- Kaitlin Duthie-Kannikkatt
- Nasibeh Daneshvar
- Lanny Gardiner
- Nathaniel Ort

Finance Committee

Chairperson: Cody Ross (VP Internal)

So far, the UMGSA Finance Committee has focused on the approval of conference grant applications and special project grant applications. The Finance Committee has also been engaged in discussion regarding UMGSA financial policies:

- The re-distribution of stale-dated cheques.
- Potential for caps limiting the distribution of conference grants.

For the rest of the year, the UMGSA Finance Committee will continue to process grant applications. If the recommended changes to the Bylaws are approved at this AGM, the Finance Committee will also play a more vital role in communicating UMGSA financial information to the UMGSA Membership. Further discussion surrounding the Conference Grant budget line will also be pursued as the UMGSA has distributed a record number of conference grants with over five months remaining in the Executive term. The following describes our current spending related to grants compared to previous years:

	2016	2017	2018	
	May 1 – Dec. 31	May 1 – Dec. 31	May 1 – Nov. 15	
	Distributed (\$)	Distributed (\$)	Distributed (\$)	Budgeted (\$)
Conference Grants	127,082.92	103,004.91	140,472.69	150,000.00
Departmental Grants	23,181.75	23,953.00	Not Available	48,560.00
Special Project Grants	840.00	965.00	579.18	4,500.00
Total	151,104.67	127,922.91	141,051.87	203,060

Finance Committee Membership:

- Cody Ross (Chairperson)
- Carl Neumann
- Rahmat Rahman
- Laura Forsythe
- Tash Francis Holness
- Brenna Henrickson
- Eric Gagnon
- Laura Funk
- Mac Kohlmeier
- Pramoda Jayasinghe
- Nirodha Epasinghe Dona
- Carrie Peters
- Tyler Kelsch
- Meer Sharhriar
- Qing Qiu
- Taylor Ellis
- Udit Khanna

Campaigns Committee

Chairperson: Skye Kushner (VP External)

The campaigns committee has met a handful of times for the 2018-2019 term. Our goals for this period are to develop policy statements for the UMGSA available and advertised through the UMGSA website by the end of year. These policy statements will advertise our collective interests for interested parties and future executive teams. To date, the campaigns committee has met twice to establish the general framework of our policy statements going forward. To date, positions have been made in the areas of health access and sustainability. Future plans are for the establishment of policy statements in the areas of Indigenous representation, transportation, mental health and wellness, and graduate student access. As the semester progresses, new areas may be added.

Campaigns Committee Membership:

- Skye Kushner (Chairperson)
- Carl Neumann
- Silvia Araujo
- Sakib Rahman
- Allison Balasko
- Laura Forsythe
- Roxanna (Roxie) Koohgoli
- Adriana-Stefania Ciupeanu
- Sardana Nikolaeva
- Chantele Dornez
- Ako Baharia
- Maddie Harasyn
- Mathias Ateng
- Jessica Piper
- Marlena Jankowski

Awards Committee

Chairperson: Silvia Araujo (VP Academic)

The Awards Committee met 5 times over the summer to receive the applications, review and select the recipients of the 2018 UMGSA Awards, aiming to recognize the community involvement and academic achievements of full-time and part-time graduate students (Master's and PhD) and one deserving instructor. We announced the selection process on June 11 and the deadline was on July 5, 2018, at 4 PM. No late nor incomplete submissions were accepted, including any late letters of reference. The committee received a total of 71 applications and selected the six recipients for following awards:

- 2 part-time students received \$5,000.00 each;
- 2 Full-time Master's students received \$12,000.00 each;
- 1 Full-time PhD student received \$16,000.00;
- 1 Instructor received the teaching award: \$500.00 and a recognition at the Fall Convocation Ceremony.

After selecting the recipients, I organized the details of the Awards Luncheon, alongside with the UMGSA Office Manager and the UMGSA Office Assistant, held on September 24. For this event, 90 people were invited, including the recipients, their guests, committee and council members and University staff; 54 invitees confirmed the presence, but 3 missed it. We were able to stay under budget for this event. The committee also met once more to refine the rubrics for selecting the recipients for next year, to be more consistent to the criteria specified on the awards instructions. For the next few months, I will be working on the Holiday Hamper program, as well as on continuing the changes for the Awards proposed in the previous executive year. The ultimate goal is to have all the changes to the awards ready for the next executive year, which includes having them accepted by the UofM Senate. I also plan on writing a document detailing the work that needs to be done by the VPA, so that the next VPAs work more consistently in terms of paperwork and deadlines from year to year.

Awards Committee Membership:

- Silvia Araujo, UMGSA Vice-President Academic – chairperson
- Carl Neumann, UMGSA President
- Skye Kushner, UMGSA Vice-President External
- Sakib Rahman, UMGSA Vice-President Marketing & Events
- Colin Graydon, HSGSA Vice-President Academic
- Prajwal Raghunatha, HSGSA Senator
- Tonya Burgers and Maddie Harasyn, Environment and Geography (co-councilors)
- Kenny So, Plant Science
- Shirin Moossavi, Medical Microbiology
- Matt Granger, Human Nutritional Sciences
- Mahmudul Hasan, Food Science
- Kanika Grover, Statistics
- Mohammed Momin Al Aziz, Computer Science
- Md. S. R. Mahdi, Computer Science
- Arshdeep Grewal, Civil Engineering

Events Committee

Chairperson: Sakib Rahman (VP Marketing & Events)

Meeting Dates: June 15, July 20, August 24, September 21, October 19, November 23

Activities:

- Planned and coordinated the following events:
 - Manitoba Museum Visit (July 6): Attended by ~50 participants.
 - UMGSA Mini-Soccer World Cup (July 14): Attended by ~60 participants.
 - Fun Mountain Water Park Trip (August 18): Attended by ~50 participants. Jointly coordinated with HSGSA.
 - UMGSA Fall Welcome BBQ (September 14): Attended by ~110 participants.
 - Corn Maze and Haunted Forest Trip (October 27): Attended by ~80 participants.
 - Games Night At IQs (Upcoming November 30): Estimated attendance of ~40-50 participants
- Members of the events committee also volunteered in the Fall Orientation at the Fort Garry Campus
- Reviewed and approved the student club application of International Society of Pharmacoeidemiology (ISPE)

Events Committee Membership:

- Sakib Rahman, UMGSA Vice-President Marketing & Events (Chairperson)
- Carl Neumann, UMGSA President
- Skye Kushner, UMGSA Vice-President External
- Andrew Plesniarski, HSGSA Vice-President Marketing & Events
- Felix Nwaiwu, UMGSA Senator 1
- Dhruba Ghosh, Graduate Student
- Mehrdad Mehrjoo/Pedram Mojabi, Non-Councillor Graduate Student
- Lavanya Ganesan, UMGSA Councillor
- Kelechi Okorafor, UMGSA Councillor
- Alyssa Magas, UMGSA Councillor
- Mehrangiz Ashiri, UMGSA Councillor
- Raul Vail, Non-Councillor Graduate Student
- Rashmi Boragolla, Graduate Student
- Emmanuel Adiumo, Graduate Student
- Paul Tamayoa, UMGSA Councillor

Elections Committee

Chairperson: Razia Sultana

The UMGSA's Elections Committee has met in order to determine who among its members will fulfill the roles associated with the Committee. These roles include the Committee Chairperson, the Chief Returning Officer (CRO), and the Deputy Returning Officer (DRO). The Committee has voted to approve the members listed below for the roles indicated:

- Razia Sultana - Committee Chairperson
- Chantal Asselin - CRO for the Fall Referendum
- Ademola Adesola - CRO for the General Election
- Pradeep Thapa - DRO for the General Election

Elections Committee Membership:

- Razia Sultana, Food Science (Chairperson)
- Chantal Asselin, Physiology & Pathophysiology
- Ademola Adesola, English, Theatre, Film and Media
- Pradeep Thapa, Civil Engineering
- Erica Hildebrand, Education - Curriculum, Teaching and Learning
- Haben Gabir, Chemistry

Indigenous Ad-Hoc Committee

Chairperson: Laura Forsythe

For the period of May 2018 to November 2018, The Indigenous Ad Hoc Committee held one meeting adhering to procedures dictated by the UMGSA Committee Policy and Procedure Manual. Contributions to date of the committee have resulted in five recommendations with the NSGSA demonstrating its' commitment to beginning the journey to reconciliation needed to sign the Indigenous Accord. The planning process to create a series of workshops for grad students including the KARIOS Blanket Exercise, How be an Ally, and Open forum of all Minority groups on campus have been discussed. There will a greater effort in promoting all-inclusive Indigenous events on campus to the graduate students through all avenues available to the UMGSA. We are exploring the creation of an Indigenous Senate Accessor. In August a writing retreat for all grads working in Indigenous research and knowledges was held at Migizii Agamik sponsored by the Indigenous Vice Provost office and in partnership with the Indigenous Student Centre, Academic Learning Centre and the UMGSA.

Indigenous Ad-Hoc Committee Membership:

- Laura Forsythe (Chairperson)
- Naithan Lagace, Native Studies
- Angelina McLeod, Native Studies
- Eric Gagnon, Political Studies
- Shauna Mulligan, Native Studies
- Sharon Dianard, Native Studies
- Ashley Hayward, Peace and Conflict
- Koushik Chakma, Biosystems Engineering
- Angie Mojica, City Planning
- Ashley Hayward, Peace and Conflict
- Weipeng Wang, Education Curriculum
- Isaac Laapah, City Planning
- Carl Neumann, UMGSA President

Non-Voting Members:

- Christy Anderson, Indigenous Grad Success Coordinator
- Cary Miller, Department Head Native Studies
- Angela Soulsby, Undergrad

Appendix IV :

Annual General Meeting HSGSA Report

The HSGSA has had a productive year so far planning academic as well as social events and being a voice for Health Science graduate student concerns. We created a new HSGSA volunteer list for students to register and be notified of ways they can participate in student-led events as well as earn co-curricular credits on Bannatyne campus. We also had our CSHRF Research Days June 11-15th gathering Health researchers from across Canada that was very well received. The final dinner event at Qualico Centre at Assiniboine park received great reviews from students in attendance and was far more cost effective than other venues in the past.

We had our joint Fun Mountain event with UMGSA on August 18th that was very well attended. We recently had another joint Fall event with the UMGSA at A Maze in the Corn Oct 27th that was very well attended with ~65 students.

After learning about some student concerns regarding entitled holiday time and issues regarding students being paid less from supervisors after receiving scholarships and awards, we created a student survey spearheaded by Colin Graydon to spread awareness about the 3 weeks of vacation students are allowed and are working with the Dean of Graduate studies to clarify the wording to exclude the Xmas break from this allowed time. We also included in our student survey, questions about when workshops and events are most convenient, what students would like to see more of from us and FGS, as well as student need for child care on Bannatyne campus. This survey was approved by HSGSA council and sent out to our students at the beginning of November and we are currently going through the valuable responses and suggestions.

After meeting with several University office leaders that operate on Bannatyne campus we found it necessary to facilitate a better way for them to reach students. Allison Balasko led the organization of a Town Hall meeting where students could gather to talk with the various University office representatives one-on-one to learn about services and resources available to them. This Town Hall event is scheduled to take place 4PM November 15th.

Going forward we are planning a Winter holiday event for students on campus sometime in mid-December. We are also planning to hold a large career fair with many biotech and local health related employers on February 13th 2019. Planning for the 2019 CSHRF Research days will also soon begin in the new year.

Carmine Slipski
President HSGSA 2018-19

Appendix V :

Annual General Meeting Senate Report

Graduate student interests have been represented at all meetings of The University of Manitoba Senate during the current UMGSA and HSGSA Senator terms (May 1st – Nov 20th). By coordinating with UMSU student senators, relevant issues of both undergraduates and graduates have been discussed in the Student Senate Caucus Meeting, which precedes the University of Manitoba Senate Meeting. Any issues which needed clarity, were brought to the attention of the secretary of The University Senate Committee before the Senate Meeting. These issues, if any, were discussed at length on the Floor of the Senate and justification sought, if needed, and were then voted by the Senate Members. Representation on Senate Sub-committees were carried out by at least one Graduate Senator in each committee, further giving us insights and an opportunity to voice our concerns and comments in shaping the policies to reach the Senate. Specific highlights of the term have been:

- Approval of recommended graduate student course changes, departmental sub-regulations changes and alteration of program requirements.
- Suspending B.Sc Pharmacy course with no intake in Fall 2019, allowing for transition into newly approved PharmD program beginning Fall 2020, as mandated by The Canadian Council for Accreditation of Pharmacy Programs (CCAPP).
- Approval of Vice-Provost (Indigenous Engagement) (or delegate) as an ex officio, non-voting member on the Senate Committee on Curriculum and Course Changes, where their priority is to work with academic and administrative units to guide the University's commitment to embedding Indigenous perspectives into curriculum.
- Statistics starting 2006, showed decrease in domestic grad student enrolment and engagement, which was brought to the attention on the Floor of the Senate and will be studied and addressed by specific Senate sub-committee moving forward.

It has been an incredible honour to serve on the Senate committees and provide small insights into the policies shaped by the University to benefit the graduate students. We look forward to completing remaining of our office terms with the same enthusiasm and thrive in improving graduate student experience at the University of Manitoba.

Appendix VI :

UMGSA Budget Update

	Year-to-Date Figures	Budget Approved in May	Proposed Budget
Income			
4000 · Revenue			
4010 · Membership Fees	342,313.39	394,660.00	420,031.00
4031 · GSA Cash Box Revenue	260.85	0.00	450.00
4033 · Events Revenue	727.40	0.00	725.00
4050 · Ad Sales - Student Handbook	5,657.80	4,000.00	5,655.00
4070 · Endowment Fund	95,298.83	105,000.00	111,750.00
4085 · To External Relations Fund	48,348.28	53,270.00	56,694.50
4110 · The Manitoban	19,059.77	21,000.00	22,350.00
4111 · UFMF Radio Fund	15,883.14	17,500.00	18,625.00
4112 · UMREG Fee	7,941.56	8,750.00	9,312.50
4113 · WUSC Fee	7,941.56	8,750.00	9,312.50
4114 · World Wise Fee	1,588.31	1,750.00	1,862.50
4115 · Engineers Without Borders	794.16	875.00	931.25
4120 · Interest on Bank Accts	280.44	650.00	600.00
4130 · Interest - Endowment Fund	31,500.00	54,000.00	54,000.00
4150 · Other income	0.00	0.00	0.00
Total 4000 · Revenue	577,595.49	670,205.00	712,299.25
Total Income	577,595.49	670,205.00	712,299.25
Expense			
5000 · Honorarium/salary/benefits			
5005 · Executive	35,950.02	71,900.00	71,900.00
5010 · HSGSA	18,600.00	37,200.00	37,200.00
5015 · Election Returning Officers			
5015.1 · Chief Returning Officer	0.00	1,200.00	1,500.00
5015.2 · Deputy Receiving Officer	0.00	600.00	600.00
5015 · Election Returning Officers - Other	0.00	0.00	0.00
Total 5015 · Election Returning Officers	0.00	1,800.00	2,100.00
5016 · IDRSC-Chair	0.00	1,500.00	1,500.00
5020 · Council Chairperson	250.00	600.00	600.00
5030 · Employee Pay	38,715.14	83,000.00	80,000.00
5040 · Employer Paid CPP	3,423.00	8,000.00	8,000.00
5045 · Employer Paid EI	2,250.87	5,500.00	5,500.00
5050 · Employer Paid RRSP			

5050.1 · - Ruth	696.64	0.00	
5050.2 · - Jayne	461.44	0.00	
5050 · Employer Paid RRSP - Other	1,723.38	5,900.00	5,700.00
Total 5050 · Employer Paid RRSP	2,881.46	5,900.00	5,700.00
5055 · Employee Health/Dental Premiums	1,338.47	4,000.00	4,000.00
5060 · Employee Parking or Bus Pass	920.95	2,300.00	2,300.00
5000 · Honorarium/salary/benefits - Other	0.00	0.00	0.00
Total 5000 · Honorarium/salary/benefits	104,329.91	221,700.00	218,800.00
6005 · HSGSA - Bannatyne Disbursements	916.02	21,000.00	21,000.00
6020 · Capital Expense			
6025 · Major Purchases	5,625.00	0.00	5,625.00
6040 · GSA Lounge Space	0.00	0.00	0.00
6020 · Capital Expense - Other	0.00	0.00	0.00
Total 6020 · Capital Expense	5,625.00	0.00	5,625.00
6150 · External Relations Fund	48,348.27	53,270.00	56,694.50
6200 · Council & Committees			
6210 · Hospitality for Committee Mtgs	274.95	1,000.00	350.00
6215 · Hospitality for Council Mtgs	932.65	2,500.00	2,500.00
6220 · Pking/Bus/Mileage - Exec- Mtgs	15.00	100.00	50.00
Total 6200 · Council & Committees	1,222.60	3,600.00	2,900.00
6325 · Elections			
6321 · Elections	0.00	1,000.00	1,000.00
6322 · Elections - Online Voting	0.00	1,500.00	2,000.00
Total 6325 · Elections	0.00	2,500.00	3,000.00
6375 · External meeting Expenses			
6376 · ThinkGrad Membership & Meetings	1,905.23	6,000.00	6,000.00
6385 · Other External Mtgs(UM Tickets)	0.00	650.00	650.00
6375 · External meeting Expenses - Other	0.00	0.00	0.00
Total 6375 · External meeting Expenses	1,905.23	6,650.00	6,650.00
6400 · Fees			
6405 · Bank Service Charges	0.00	25.00	25.00
6410 · Annual Incorporation Fee	25.00	25.00	25.00
6415 · Subscriptions, Etc	135.60	500.00	500.00
6425 · Revenue Canada - Penalty Charge	0.00	0.00	0.00
6435 · Other Fees	0.00	0.00	0.00
6440 · UPass Admin Fees to UMSU	0.00	5,400.00	5,400.00
Total 6400 · Fees	160.60	5,950.00	5,950.00
6450 · Fees Paid to UMSU			
6451 · UMFm	15,883.14	17,500.00	18,625.00
6452 · UMREG	7,941.57	8,750.00	9,312.50

6453 · WUSC	7,941.57	8,750.00	9,312.50
6454 · World Wise	1,588.31	1,750.00	1,862.50
Total 6450 · Fees Paid to UMSU	33,354.59	36,750.00	39,112.50
6460 · Fees Paid to Other Organization			
6461 · Engineers Without Borders	0.00	875.00	931.25
6475 · The Manitoban	0.00	21,000.00	22,350.00
Total 6460 · Fees Paid to Other Organization	0.00	21,875.00	23,281.25
6500 · Grants			
6503 · Departmental Grants	40.00	48,560.00	47,951.00
6505 · Graduate Teaching Award	500.00	250.00	500.00
6510 · Special Projects	579.18	4,500.00	2,000.00
6520 · Conference Grants	140,347.69	150,000.00	188,000.00
6540 · Emergency Grants	0.00	1,000.00	1,000.00
6545 · Childcare (PlayCare DayCare)	0.00	1,500.00	0.00
6550 · Holiday Hampers	0.00	3,200.00	3,200.00
6555 · Food Bank	0.00	2,000.00	2,000.00
6560 · Tax Office Support	0.00	0.00	0.00
Total 6500 · Grants	141,466.87	211,010.00	244,651.00
6600 · Promotions			
6604 · GSA Marketing & Promotion	0.00	600.00	600.00
6605 · GSA Designed Items	297.14	600.00	300.00
6610 · Handbook/Student Planner	5,435.30	6,200.00	5,440.00
6635 · Mentorship Programming	0.00	0.00	0.00
Total 6600 · Promotions	5,732.44	7,400.00	6,340.00
66900 · Reconciliation Discrepancies	0.00	0.00	0.00
6750 · Office Expenses & Supplies			
6754 · Office Coffee & Snack Supplies	85.50	200.00	200.00
6755 · Stationery and office supplies	257.60	600.00	600.00
6760 · IOS Copier Lease	831.85	300.00	835.00
6763 · Kyocera Printer/Copier - 2018	0.00	200.00	200.00
6765 · Quarterly Copies	118.00	50.00	120.00
6770 · Insurance	4,813.56	4,900.00	4,815.00
6775 · Office Improvements	0.00	100.00	100.00
6780 · U of M - Monthly Ledger	815.43	1,750.00	1,750.00
6785 · Office Expenses/Supplies-Other	0.00	100.00	100.00
Total 6750 · Office Expenses & Supplies	6,921.94	8,200.00	8,720.00
6795 · Professional Development	0.00	1,000.00	1,000.00
6800 · Programming			
6805 · Orientation	1,232.23	2,400.00	2,400.00
6810 · Social Events	3,253.25	6,000.00	6,000.00

6812 · Sports Events	647.50	2,500.00	2,500.00
6822 · Alumni Collaboration Event	0.00	1,800.00	1,800.00
6825 · GSA Awards Luncheon	218.83	2,300.00	2,000.00
6830 · Council Orientation Day	71.15	500.00	75.00
Total 6800 · Programming	5,422.96	15,500.00	14,775.00
6850 · Endowment			
6851 · Endowment Fund	0.00	0.00	0.00
6853 · Front & Centre Campaign-Daycare	0.00	30,000.00	30,000.00
Total 6850 · Endowment	0.00	30,000.00	30,000.00
6925 · Professional Consulting			
6930 · Audit	11,978.00	14,500.00	14,500.00
6935 · Legal	0.00	2,000.00	2,000.00
6940 · Computer & Website Maintenance	5,008.50	7,300.00	7,300.00
Total 6925 · Professional Consulting	16,986.50	23,800.00	23,800.00
Total Expense	372,392.93	670,205.00	712,299.25
Net Income	205,203.00	0.00	0.00

Colour Coding:

Revised Estimates Based on Updated Student Numbers

Recommended Changes

Subsection Totals

Appendix VII :

Audited UMGSA Financial Statements for 2017-18

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

**Financial Statements
For the year ended April 30, 2018**

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

Financial Statements
For the year ended April 30, 2018

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Independent Auditor's Report

To the Members of the Graduate Students' Association

We have audited the accompanying financial statements of the **Graduate Students' Association**, which comprise the statement of financial position as at April 30, 2018, and the statements of operations, changes in fund balances, and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations and for such internal controls as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, these financial statements present fairly, in all material respects, the financial position of **Graduate Students' Association** as at April 30, 2018, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Chartered Professional Accountants

Winnipeg, Manitoba
December 5, 2018

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

As at April 30, 2018

	<u>Restricted</u>					April 30, 2018 Total	April 30, 2017 Total
	Endowment Fund	Capital Fund	Capital Sinking Fund	External Relations Fund	Operating Fund		
Assets							
Current Assets							
Cash and bank	\$ 29,989	\$ 44,579	\$ -	\$ 67,243	\$ 330,571	\$ 472,382	\$ 660,806
Accounts receivable and other	-	-	-	-	548	548	548
	29,989	44,579	-	67,243	331,119	472,930	661,354
Investments (Note 2)	1,121,406	501,568	-	312,336	-	1,935,310	1,707,619
Capital assets (Note 3)	-	57,315	-	-	-	57,315	71,123
Interfund balances	448,157	(380,668)	132,684	(5,636)	(194,537)	-	-
	\$ 1,599,552	\$ 222,794	\$ 132,684	\$ 373,943	\$ 136,582	\$ 2,465,555	\$ 2,440,096
Liabilities and Fund Balances							
Current Liabilities							
Accounts payable and accrued liabilities	\$ -	\$ -	\$ -	\$ -	\$ 16,746	\$ 16,746	\$ 36,659
Commitments (Note 4)							
Fund Balances							
Restricted for endowment	1,599,552	-	-	-	-	1,599,552	1,492,186
Internally restricted	-	222,794	132,684	373,943	-	729,421	687,333
Unrestricted	-	-	-	-	119,836	119,836	223,918
	1,599,552	222,794	132,684	373,943	119,836	2,448,809	2,403,437
	\$ 1,599,552	\$ 222,794	\$ 132,684	\$ 373,943	\$ 136,582	\$ 2,465,555	\$ 2,440,096

Approved on behalf of the Council:

The accompanying notes are an integral part of these financial statements.

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

For the year ended April 30	2018	2017
Revenue		
Awards	\$ 107,366	\$ 105,700
External relations	53,611	52,075
Gradzette and other	40,946	22,889
Investment income		
Realized	99,038	69,188
Unrealized	(70,237)	80,140
Student organization fees	385,659	379,676
	616,383	709,668
Expenses		
Operating (see Schedule)	333,619	370,318
Honouraria (Note 5)	118,500	118,825
Investment management fees	22,787	20,860
Salaries and benefits	96,105	90,618
	571,011	600,621
Excess of revenue over expenses for the year	\$ 45,372	\$ 109,047

The accompanying notes are an integral part of these financial statements.

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**GRADUATE STUDENTS' ASSOCIATION
THE UNIVERSITY OF MANITOBA
Statement of Changes in Fund Balances**

For the year ended April 30, 2018

	Restricted					Total
	Endowment Fund	Capital Fund	Capital Sinking Fund	External Relations Fund	Operating Fund	
Fund balances as at April 30, 2016	\$ 1,386,486	\$ 226,115	\$ 132,684	\$ 258,822	\$ 290,283	\$ 2,294,390
Excess (deficiency) of revenue over expenses for the year	105,700	10,122	-	59,590	(66,365)	109,047
Fund balances as at April 30, 2017	1,492,186	236,237	132,684	318,412	223,918	2,403,437
Excess (deficiency) of revenue over expenses for the year	107,366	(13,443)	-	55,531	(104,082)	45,372
Fund balances as at April 30, 2018	\$ 1,599,552	\$ 222,794	\$ 132,684	\$ 373,943	\$ 119,836	\$ 2,448,809

The accompanying notes are an integral part of these financial statements.

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**GRADUATE STUDENTS' ASSOCIATION
THE UNIVERSITY OF MANITOBA
Statement of Cash Flows**

For the year ended April 30	2018	2017
Cash Flows from Operating Activities		
Excess of revenue over expenses for the year	\$ 45,372	\$ 109,047
Adjustments for items not affecting cash		
Amortization of capital assets	13,808	13,807
Unrealized loss (gain) on investments	70,237	(80,140)
	<u>129,417</u>	42,714
Changes in non-cash working capital balances		
Accounts receivable and other	-	150
Accounts payable and accrued liabilities	(19,913)	(1,482)
	<u>109,504</u>	41,382
Cash Flows from Investing and Financing Activities		
Acquisition of capital assets	-	(3,126)
Acquisition of investments, net of proceeds on disposals	(297,928)	(130,489)
	<u>(297,928)</u>	(133,615)
Net decrease in cash and bank during the year	(188,424)	(92,233)
Cash and bank, beginning of year	660,806	753,039
Cash and bank, end of year	\$ 472,382	\$ 660,806

The accompanying notes are an integral part of these financial statements.

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

For the year ended April 30, 2018

1. Nature of the Organization and Summary of Significant Accounting Policies

a. Nature of the Organization

The Graduate Students' Association of the University of Manitoba ("Association") is the student-run association for graduate students at the University of Manitoba. The Association serves dual purposes in providing its membership a wide variety of benefits and services: representation and advocacy on behalf of graduate students issues, and provision of services to its members including travel grants, the Gradzette, and bursaries for students.

The Association is a non-profit organization and, as such, is exempt from income taxes under The Income Tax Act.

b. Basis of Accounting

These financial statements were prepared by management in accordance with Canadian accounting standards for not-for-profit organizations.

c. Fund Accounting

The Association follows the restricted fund method of accounting for contributions.

The Operating Fund reports the assets, liabilities, revenue and expenses related to the Association's program delivery and operation. The Operating Fund reports unrestricted resources.

The Endowment Fund was established through assessments of student organization fees to be maintained in perpetuity. Investment income earned on Endowment Fund resources are restricted to finance conference grants for Association members at Council's discretion. Investment income earned on Endowment Fund resources are reported in the Operating Fund in the year conference grants are awarded.

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

The Capital Sinking Fund was established through assessments of student organization fees to fund certain expenses of the Association. Expenses charged to the Capital Sinking Fund require Council approval.

The External Relations Fund was established through assessments of fees collected by the Association related to possible membership in Canadian Federation of Students ("CFS/-S/-MB"). Fees will be collected until such time that the membership status is officially conceded, in writing, between the legal counsels of the CFS/-S/-MB, the University of Manitoba and the Association or determined by courts, or the completion of the 2017-2018 academic term, whichever is sooner. Funds will be used to defend such membership. Council members will determine the use of the Fund when the issue of membership in the CFS/-S/-MB is finally resolved. Investment income earned on the External Relations Fund resources are restricted for external relations.

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

For the year ended April 30, 2018

1. Summary of Significant Accounting Policies (continued)

d. Revenue Recognition

Restricted contributions related to general operations are recognized as revenue of the Operating Fund in the year in which the related expenses are incurred. All other restricted contributions are recognized as revenue of the appropriate fund in the year received.

Student organization fees are recognized as revenue of the Operating Fund when earned and collection is reasonably assured. Restricted CFS/-S/-MB fees for possible membership are recognized as revenue of the External Relations Fund when earned. Restricted investment income is recognized in the appropriate fund when earned. Other revenue is recognized as revenue of the Operating Fund when the amount is determinable, collection is reasonably assured and upon acceptance by the other party. Reasonable assurance is based upon the Association's previous collections.

e. Financial Instruments

Financial instruments are recorded at fair value when acquired or issued. In subsequent periods, equities traded in an active market are reported at fair value, with any unrealized gains and losses reported in operations. In addition, all bonds and guaranteed investment certificates have been designated to be in the fair value category, with gains and losses reported in operations. All other financial instruments are reported at cost or amortized cost less impairment, if applicable. Financial assets are tested for impairment when changes in circumstances indicate the asset could be impaired. Transaction costs on the acquisition, sale or issue of financial instruments are expensed for those items remeasured at fair value at each statement of financial position date and charged to the financial instrument for those measured at amortized cost.

f. Capital Assets

Capital assets are stated at cost less accumulated amortization. Amortization based on the estimated useful life of the asset is calculated using the straight-line method over the following periods:

Leasehold improvements	10%
Furniture and equipment	10%
Computer equipment	20%

g. Use of Estimates

The preparation of financial statements in accordance with Canadian accounting standards for not-for-profit organizations requires the Council to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenditures during the reporting period. Actual amounts could differ from those estimates as additional information becomes available in the future.

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

For the year ended April 30, 2018

2. Investments

	2018	2017
Canadian equities	\$ 749,039	\$ 524,783
Fixed income	973,763	1,067,251
International and global equities	94,738	78,947
U.S. equities	99,457	21,774
Other	18,313	14,864
	<u>\$ 1,935,310</u>	<u>\$ 1,707,619</u>

3. Capital Assets

	2018		2017	
	Cost	Accumulated Amortization	Cost	Accumulated Amortization
Leasehold improvements	\$ 125,064	\$ 75,039	\$ 125,064	\$ 62,532
Furniture and equipment	11,806	7,017	11,806	6,028
Computer equipment	3,126	625	3,126	313
	<u>\$ 139,996</u>	<u>\$ 82,681</u>	<u>\$ 139,996</u>	<u>\$ 68,873</u>
Net book value		<u>\$ 57,315</u>		<u>\$ 71,123</u>

4. Commitments

During the prior year, the Association entered into an agreement with the University of Manitoba ("University"), whereby the Association agreed to support the construction of an extension to the pre-existing Campus Day Care Centre at 15 Dysart Road by gifting \$300,000 to the University to be paid in annual instalments over ten years beginning in April 2016. The gift for the year ended April 30, 2018 in the amount of \$30,000 is included in donations in the Schedule of Operating Expenses.

5. Related Party Transactions

During the current year, the Association paid honorariums totaling \$118,500 (\$118,825 in 2017) to the Executive. All transactions have been recorded at the exchange amount and were incurred in the normal course of operations.

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

For the year ended April 30, 2018

6. Financial Risk Management

The Association, through its financial assets and liabilities, is exposed to various risks in the normal course of operations. The Association's objective in risk management is to optimize the risk return trade-off, within set limits, by applying integrated risk management and control strategies, policies and procedures throughout the Association's activities. The following analysis provides a measurement of those risks at year end.

Credit Risk

Credit risk is the risk that the Association will incur a loss due to the failure by its debtors to meet their contractual obligations. Financial instruments that potentially subject the Association to significant concentrations of credit risk consist primarily of accounts receivables and investments. The Association is not exposed to significant credit risk as the receivable is due from University of Manitoba and payment in full is typically collected when it is due. Investments are diversified.

Liquidity Risk

Liquidity risk is the risk that the Association will not be able to meet its obligations as they fall due. The Association maintains adequate levels of working capital to ensure all its obligations can be met when they fall due. Investments are also held in securities that can be liquidated within a few days notice.

Interest Rate and Market Risk

Interest rate risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market conditions and interest rates. The Association is not exposed to significant interest rate risk as cash is held at floating interest rates, and investments are diversified. The Association is exposed to market risk through its investments, which is reduced by the Association monitoring the investments in an effort to safeguard against market fluctuations.

Foreign Exchange Risk

Foreign exchange risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in foreign exchange rates. The Association is exposed to foreign exchange risk since it holds a portion of its investments in the United States and international equities. The Association monitors the investments in an effort to minimize its exposure to foreign exchange risk.

**GRADUATE STUDENTS' ASSOCIATION
THE UNIVERSITY OF MANITOBA
Schedule of Operating Expenses**

For the year ended April 30	2018	2017
Amortization	\$ 13,808	\$ 13,807
Bonding insurance	4,802	4,790
Conference grants	142,386	158,337
Donations	30,000	30,750
Dues and subscriptions	296	305
External meetings	6,013	5,686
Food bank	2,000	2,000
Gradzette	-	24,000
Grants and sponsorships	47,183	48,844
Handbook	6,559	6,092
Health Sciences GSA activities	25,799	12,984
Holiday hampers	4,624	4,114
Office supplies	2,986	2,835
Orientation	2,399	2,697
Other	6,552	14,346
Photocopier	2,496	3,327
Professional fees	14,314	14,829
Promotions	1,171	1,896
Repairs and maintenance	56	-
Social events	9,399	6,433
Speaker Series	-	2,000
Special projects grants	4,073	3,239
Website administration	6,703	7,007
	\$ 333,619	\$ 370,318

Appendix VIII :

Executive Summary of Updates to the UMGSA Bylaws

Revisions to the UMGSA Bylaws were first proposed by the current Executive during the election period of 2018. Previous changes to the Bylaws have typically been made individually to accommodate operational changes or the addition of new policies and supporting documents. As a result, the UMGSA Bylaws have deviated from their initial intent – to define the structure and core principles of the UMGSA. Also, over time, redundancy and inconsistencies between governing documents have appeared, making policies difficult to enforce and documents challenging to navigate. Revisions to the Bylaws and other governing documents of the UMGSA has been undertaken to increase accessibility and usefulness for all UMGSA members. The revised Bylaws presented here include information recommended in Robert’s Rules of Order and formatting was inspired by governing documents of other student associations and comparable organizations. Earlier drafts of the revised Bylaws were constructed by members of the current UMGSA Executive and Office staff. The presented form of the revised Bylaws has been approved and recommended by the UMGSA Bylaws and Policy Committee. Sections or alterations to the Bylaws that affect members of the HSGSA were discussed, altered and approved by a joint meeting of UMGSA and HSGSA Bylaws and Policy Committees, as per the existing UMGSA Bylaws.

Summary of Changes

Article I

Changes to Article I of the UMGSA Bylaws were primarily editorial. A definition of the HSGSA was added that previously did not exist. A reference to interchangeable gender pronouns was removed since the governing documents have been rephrased using gender-neutral pronouns.

Article II

Changes to Article II of the UMGSA Bylaws were editorial. Definitions of which departments are included in the HSGSA were removed – (1) an autonomous association should not be defined in the UMGSA Bylaws, (2) definitions for departmental grants are defined in other UMGSA governing documents, and (3) the definition was inconsistent with definitions from other UMGSA, HSGSA and faculty documentation.

Article III

Changes to Article III of the UMGSA Bylaws were editorial for points Article III.1 and Article III.2. The membership of the Executive was altered to better distribute workload across the UMGSA Executive, while making each Executive position more effective.

- The VPI is now the Vice-President Finance and Administration to better reflect duties.
- The VPA will now also hold one of the 3 Senate positions to better facilitate their academic involvement and representation of UMGSA students.
- The VPE and VPME have been amalgamated into the new Vice-President Services and Support position. The marketing component previously undertaken by the VPME will be

full taken over by permanent office staff to ensure consistency and dependability in UMGSA marketing regardless of semi-transient Executive.

- The Senator position previously designated for HSGSA students has been reformatted to comply with regulations of how students can be elected to Senate.
- Executive-at-large has been removed from the Executive, since they did not have the ability to vote. This position is being re-worked in the new year as a better defined advisory position.

Changes to the UMGSA Executive will result in a more equal distribution of work across the Executive. It will also make each position more effective at fulfilling its purpose. The final benefit to this change is financial – amalgamation of the VPE and VPME positions along with the VPA functioning as a Senator will save two honoraria annually. Discussion surrounding a reduction in Executive size as a cost saving measure has been presented multiple times at Council and during the Election period over the last two years.

Definitions of the HSGSA Executive have been removed from Article III as the UMGSA is not able to define the HSGSA Executive. This Bylaws remains from a time when the UMGSA and HSGSA shared a common set of Bylaws.

Changes to the impeachment of Executives have been made. These changes lay out a clearer process to pursue impeachment that was vague in the previous version. It also emphasizes that any type of abuse within our association is unacceptable.

Article IV

Changes to Article IV of the UMGSA Bylaws are to eliminate redundancy. Specifically, there was overlap between the Article and the UMGSA Election and Referendum Manual that was re-written and approved by council last year. Also, revisions to the Bylaws and other manuals that were explicitly mentioned were already more clearly described in both cases.

Article V

Changes to Article V are the most extensive and will be described section-by-section.

Faculty Associations

This section was added to recognize Faculty students' associations that already exist (e.g., HSGSA and Education) and encourage additional Faculty associations that have expressed interest in forming.

Governing Documents

This section was added to establish a hierarchy for our governing documents for operational purposes.

Amendment of Documents

Minor editorial changes were made and the frequency of meetings for a joint UMGSA and HSGSA Bylaws and Policy Committees was removed as it was untenable for all parties.

General Meetings

Minor editorial changes and rephrasing. New wording grants more power to Membership to call additional general meetings.

Executive Responsibilities

Minor editorial changes and rephrasing with reference to more specific descriptions of responsibilities in the UMGSA Governance and Operations Manual. Again, defining the

responsibilities of HSGSA Executive have been removed as they are defined by the HSGSA and not the UMGSA.

Council Responsibilities

Minor editorial changes and rephrasing. Also, grants and donations of a higher dollar amount can now be approved by the Finance Committee to prevent multiple presentations for the same grant to the Finance Committee and Council.

Committees

Some committees have been re-named to better reflect the corresponding name changes of the Executive who chair the committees. Reference to HSGSA committees has been removed (see previous rationale).

Finances

Improvements were made to better define our financial structure, including definitions and stricter guidelines related to seeking budget approval from Council. Also, the UMGSA will no longer re-issue stale-dated cheques, which was also recently passed for other governing documents.

Honoraria amounts have been removed from the Bylaws as they are redundant with the UMGSA Governance and Operations Manual and more robust phrasing was added to prevent changes to Executive honoraria.

Information related to transfer payments to the HSGSA have also been removed from the Bylaws. They now more appropriately appear in the Governance and Operations Manual.

Financial Reporting and Audits

This section was added to make the financial status of the UMGSA more transparent to the Membership.

Currency

Straight-forward addition.

Fees

Information related to fees was removed from other sections to have that information more easily accessible to interested parties.

Article VI

This section was edited to reflect affiliations with any external organizations. It was also revised based on recommendations and information provided by legal representation.

Appendix IX :

Proposed New Version of the UMGSA Bylaws

ARTICLE I: DEFINITIONS

1. Unless otherwise specified, the following definitions apply to these Bylaws and all other UMGSA documents:
 - a. 'UMGSA' and 'Association' refers to the University of Manitoba Graduate Students' Association.
 - b. 'Member' means a member of the UMGSA.
 - c. 'Council' means the Council of the UMGSA.
 - d. 'Executive' means any member of the UMGSA Executive.
 - e. 'University' means the University of Manitoba.
 - f. 'HSGSA' means the Health Sciences Graduate Students' Association.

ARTICLE II: OBJECTIVES

1. The UMGSA shall advocate on behalf of graduate students at the University of Manitoba as a whole, and shall act as a platform for educational and social activities.
2. The UMGSA will support and promote University of Manitoba graduate student research endeavours.
3. The UMGSA shall work with internal and external parties to promote the interests of graduate students to the University of Manitoba administration, to all levels of government, and to other organizations on and off campus.
4. The UMGSA shall distribute its resources and services in a way that is equitable across the entire UMGSA membership.

ARTICLE III: MEMBERSHIP

Membership of the Association

1. All students registered in the Faculty of Graduate Studies at the University of Manitoba, and only those students, shall be members of the Association.
2. Each member of the UMGSA shall be entitled to one vote at General Meetings of the UMGSA.

Membership of Council

3. The UMGSA Council shall consist of the UMGSA Executive, one graduate student from each department of the University with a graduate program, and non-voting members as specified in the UMGSA Governance and Operations Manual.
4. Council members representing departments must be chosen democratically on a regular annual term by their departmental membership.
5. Each council member is entitled to one vote at meetings of the UMGSA Council.
6. Council membership shall be suspended if the councillor has three consecutive absences from UMGSA Council meetings, without submitting regrets or a proxy. The UMGSA Office shall make all reasonable efforts to inform the associated departmental students' association of the suspension, and that the department has the right to choose another councillor for the position.

Membership of the UMGSA Executive

7. Members of the Executive are:
 - a. President
 - b. Vice-President Finance and Administration
 - c. Vice-President Services and Support
 - d. Vice-President Academic (who shall also act as one of the Senators representing Graduate Studies)
 - e. HSGSA President (representing students at the Bannatyne Campus and the Saint Boniface Research Centre)
 - f. Senators (the remaining two Senators representing Graduate Studies).
8. The total number of Senators representing Graduate Studies, including the Vice-President Academic, shall be determined in accordance with the Bylaws of the Senate of the University of Manitoba.
9. Members of the Executive are chosen by annual general election according to the UMGSA Election and Referendum Manual, except for the HSGSA President who is elected according to the HSGSA Elections Policy and Procedure Manual.
10. Any member of the UMGSA may run for any UMGSA Executive position, except the position of HSGSA President, which can only be filled by a member of the HSGSA.
11. An executive who graduates during their term in office is allowed to remain in their position until the end of that term, providing they fulfill their duties specified in the UMGSA Governance and Operations Manual.
12. A member of the UMGSA Executive may be removed from their position by a majority vote of the UMGSA Council in the following cases:
 - a. Conviction for an indictable offence;
 - b. Abuse or misappropriation of finances, resources or private information belonging to the UMGSA;
 - c. Misrepresentation of the UMGSA in legal or public matters;
 - d. Expulsion from the Executive's program or the University;
 - e. Any abuse of a fellow Executive, Council member, or other individual;
 - f. Failure to perform duties essential to their Executive position.

ARTICLE IV: ELECTIONS AND REFERENDA

1. All elections and referenda, and all members participating in an election or referendum, must follow all rules and procedures as specified in the UMGSA Election and Referendum Manual.

ARTICLE V: GOVERNANCE AND OPERATIONS

Faculty Associations

1. The UMGSA recognizes that its members may form Faculty Associations, operating as part of the UMGSA, representing and fulfilling the needs of their constituent members. For a full list of departments participating in a Faculty Association, please refer to the UMGSA Governance and Operations Manual.

Governing Documents

2. The documents governing the UMGSA, in order of precedence, are the following:
 - a. The UMSU Act
 - b. The UMGSA Bylaws
 - c. The UMGSA Governance and Operations Manual
 - d. The UMGSA Election and Referendum Manual.
 - e. Robert's Rules of Order
3. The governing documents of the UMGSA shall take precedence over the governing documents of faculty and departmental graduate students' associations of the University of Manitoba.

Amendment of Documents

4. The Bylaws of the UMGSA may be amended only at a General Meeting of the UMGSA, subject to the following:
 - a. UMGSA members must be informed of any proposed motion to amend the UMGSA Bylaws two weeks prior to the General Meeting.
 - b. A motion to amend the Bylaws requires a two-thirds (2/3) majority vote of the General Meeting to pass.
5. Any proposed amendments to the UMGSA Bylaws which affect the HSGSA must be presented in advance and passed by a joint meeting of the UMGSA and HSGSA Bylaws and Policy Committees. No motions altering the relationship between the UMGSA and the HSGSA can be raised from the floor.

General Meetings

6. At least one General Meeting shall be held each financial year between October 1st and January 31st.
7. The Executive and/or the Council shall have the right to call additional General Meetings at their discretion.
8. An additional General Meeting shall be convened upon the written request of twenty-five (25) or more members of the UMGSA.
9. Members of the UMGSA will be informed of a General Meeting at least three weeks in advance, with clearly noted time and location.
10. All documents for the meeting, including the agenda, reports and any proposed motions, must be made available to all members of the UMGSA at least two weeks prior to the meeting.
11. Quorum at a General Meeting shall be one percent (1%) of the membership of the UMGSA. Without quorum, no business can take place and no motions can be passed, other than a motion to reschedule the meeting.
12. All General Meetings will be held in the City of Winnipeg, Manitoba.

Executive Responsibilities

13. Duties of the Executive:

- a. The UMGSA Executive shall:
 - i. Be responsible to the Council for the day-to-day workings and emergency decisions required for the UMGSA.
 - ii. Represent the UMGSA both internally and externally, following UMGSA policies on all matters.
 - iii. Report to the Council decisions and activities that affect the general operational policies of the UMGSA.
 - iv. Prepare the annual budget for the UMGSA, which must be presented at the May meeting of Council for approval.
 - v. Respect the financial constraints of the budget as approved by Council.
 - vi. Be responsible for an effective year-end transition process.
 - vii. Post and attend regular office hours.
 - viii. Submit an annual report to Council at the end of their term in office.
- b. The specific duties of each Executive role are specified in the UMGSA Governance and Operations Manual.

Council Responsibilities

14. Duties and Operations of Council:

- a. Council shall have the authority to determine the policy and practices of the UMGSA through their mandate to approve, oppose, or modify the following:
 - i. The annual budget of the UMGSA;
 - ii. Changes to the UMGSA Governance and Operations Manual;
 - iii. Changes to the UMGSA Election and Referendum Manual.
- b. Each councillor of the UMGSA shall:
 - i. Represent the interests of graduate students in their department in Council and committee meetings of the UMGSA.
 - ii. Report to the graduate students of their department on the proceedings of Council and committees of the UMGSA.
 - iii. Select a graduate student from their department to act as a proxy to represent their constituents at Council when they are unable to attend.
 - iv. Serve on at least one committee of the UMGSA, or provide an alternate member from their department to serve on a committee.
 - v. Submit an annual report to the UMGSA Office on their department's activities and expenditures for which the department received a department grant.
- c. Meetings
 - i. Regular meetings of the UMGSA Council will take place once a month at a time and location designated by the Executive and agreed upon by Council. Meetings in June, July, and December are not required, but may be called at the discretion of the Executive. Notice of the meeting must be provided at least two weeks prior to the meeting. Meeting documents must be sent to councillors at least one week prior to the meeting.
 - ii. A special meeting of the Council beyond the scheduled meetings may be called by five (5) voting council members at any time. The notice and purpose of any meeting shall be provided to all members of Council at least two weeks prior to the meeting.
 - iii. All motions to amend the UMGSA Governance and Operations Manual, the UMGSA Election and Referendum Manual, or the UMGSA budget must be provided in writing with all supporting documents at least one week prior to the meeting.
 - iv. A minimum of fifty percent (50%) of the voting members of the Council shall form a quorum for the transaction of business. In the absence of quorum, no business shall be transacted at a meeting of Council, except the adjournment of the meeting to a new date.

- v. Each represented department and each member of the Executive shall be entitled to one vote at Council meetings.
- vi. Each councillor must notify the UMGSA Office at least twenty-four (24) hours prior to the meeting if they are not attending. If they are sending a proxy, the UMGSA Office must receive a signed proxy form prior to the Council meeting.

Committees

- 15. Committees of the Association are categorized as either Standing or Ad-Hoc.
 - a. The Standing Committees of the UMGSA are:
 - i. Executive
 - ii. Bylaws and Policy
 - iii. Finance
 - iv. Executive Review
 - v. Awards
 - vi. Services and Support
 - vii. Events
 - viii. Election and Referendum.
- 16. The composition, meeting requirements and goals for all Standing Committees are outlined in the UMGSA Governance and Operations Manual.

Finances

- 17. The UMGSA's financial year shall be May 1st to April 30th of the following year.
- 18. The annual budget of the UMGSA shall be presented and approved by Council prior to June 1st. The Executive shall prepare the budget and provide it for review at least one week prior to the May Council meeting.
- 19. All changes to the UMGSA budget shall be approved by Council by a two-thirds (2/3) majority vote.
- 20. Funds maintained by the UMGSA include:
 - a. Endowment Fund (Royal Bank of Canada)
 - b. Investment Fund (National Bank Financial)
 - c. External Relations Fund (National Bank Financial).
- 21. Any changes to the managers, configuration or purposes of these funds must be approved by Council.
- 22. The signing authorities on UMGSA accounts are:
 - a. The UMGSA President
 - b. The UMGSA Vice-President Finance and Administration
 - c. The UMGSA Vice-President Services and Support
 - d. The UMGSA Vice-President Academic.
- 23. The UMGSA shall not re-issue stale-dated cheques.
- 24. Any changes to UMGSA Executive honoraria approved by Council shall only take effect in the following financial year and cannot be retroactively payed.

Financial Reporting and Audits

25. The UMGSA Executive shall provide detailed spending reports to the Finance Committee on a monthly basis.
26. The Finance Committee shall provide a summary report of monthly expenses and income at the following Council meeting.
27. A financial audit of the UMGSA shall be conducted on an annual basis by an external accounting agency approved by Council.
28. Regulations and guidelines pertaining to the annual financial audit can be found in the UMGSA Governance and Operations Manual.
29. The Vice-President Finance and Administration shall provide a summary report of the annual financial audit within 60 days of receiving the final report from the selected accounting agency.

Currency

30. All monetary values expressed in the UMGSA governing documents are in Canadian Dollars (CAD).

Fees

31. All members shall pay membership fees to the UMGSA.
32. Any alteration to UMGSA membership fees must be passed via referendum in accordance with the Election and Referendum Manual. If a referendum is successful, newly-approved changes will only come into effect in the following academic year.

ARTICLE VI: EXTERNAL ORGANIZATION AFFILIATIONS

1. The general membership of the UMGSA shall discuss affiliations with external organizations at each General Meeting.
2. The UMGSA is not a member of the Canadian Federation of Students (CFS), the Canadian Federation of Students - Services (CFS-S), or the Canadian Federation of Students - Manitoba (CFS-MB), herein referred to as CFS/-S/-MB, and in that regard if and when necessary, it shall dispute all statements, claims, indications and suggestions of membership (full or otherwise) in the CFS/-S/-MB.
3. The UMGSA shall continue to collect and hold fees in lieu of CFS/-S/-MB membership in a contingency fund, named the External Relations Fund, until such time that the membership status is officially conceded, in writing, between the legal counsels of the CFS/-S/-MB and the UMGSA, or determined by courts, whichever is sooner.
4. Fees that are collected in lieu of membership in the CFS/-S/-MB may be used toward the reasonable costs associated with the process of defending the position of the UMGSA regarding membership in the CFS/-S/-MB until such time that the membership status is officially conceded, in writing, between the legal counsels of the CFS/-S/-MB and the UMGSA, or determined by courts, whichever is sooner.
5. Once the issue of membership in the CFS/-S/-MB is finally resolved, the UMGSA membership shall determine the use of all remaining fees collected from UMGSA members and held in the External Relations Fund. That determination will take place at the first UMGSA General Meeting following the legal resolution of the membership status of the UMGSA.

Appendix X :

Current Version of the UMGSA Bylaws

Article I: Definitions

1. In this document and all other documents of the UMGSA unless the context otherwise specifies or requires:
 - a. 'Bylaw' means any bylaw of the UMGSA in force and effect;
 - b. 'Council' means the Council of the UMGSA; unless otherwise specified
 - c. 'Member' means a member of the UMGSA, pursuant to Article III. 1 of these Bylaws;
 - d. 'Executive' means any member of the Association's executive team;
 - e. 'University' means the University of Manitoba;
 - f. The singular shall be used to include the plural and vice versa, the feminine shall include the masculine and vice versa.

Article II: Name, Descriptions, Aims and Objectives

1. The Association shall be known as the University of Manitoba Graduate Students' Association (UMGSA) and shall hereinafter be referred to as either the Association or UMGSA.
2. The UMGSA recognizes that its members within the field of Health Sciences, primarily located at Bannatyne Campus and St. Boniface Research Centre, constitute the body known as the "Health Sciences Graduate Students' Association" (HSGSA). This includes, but is not limited to, graduate students in the Faculty of Health Science, Colleges of Dentistry, Medicine, Medical Rehabilitation, Pharmacy, and a subset of students within the department of Physics. The HSGSA operates as a part of the UMGSA, representing and fulfilling the needs of its constituent members. For a full list of departments in the HSGSA please refer to the "Council Policy and Procedure Manual".
3. The Association shall promote the interests of graduate students at the University of Manitoba as a whole and shall act as a platform for educational, cultural, and social activities.
4. The Association shall endeavour to work with the other student unions and coalition partners to promote the interests of graduate students to the University authorities, government, and other organizations on and off campus.

Article III: Membership

1. Membership of the Association:
 - a. The following shall be members of the Association:
 - i. All students registered in the Faculty of Graduate Studies.
 - b. Membership fees shall be set at a General Meeting of the Association or through referendum. Any alterations to membership fees are applicable to the following academic year, unless otherwise specified.
 - c. Each member enrolled in a department which offers a graduate program shall be entitled to one vote in the election for their departmental representative to Council.
 - d. Each member enrolled in a department which offers a graduate program shall be entitled to send a representative member to Council.
 - e. Each member of the HSGSA shall be entitled to one vote at the General Meetings of the HSGSA or UMGSA.
 - f. Each member of the UMGSA shall be entitled to one vote at General Meetings of the UMGSA.
 - g. Membership in the UMGSA shall be terminated automatically when a member ceases to qualify for membership (See Article III.1.a).
2. Membership of Council:
 - a. Each council member has one vote at the council meeting.
 - b. Each department which offers a graduate program shall be entitled to send a representative member to council.
 - c. The representative must be chosen democratically by the membership of the applicable department, on a regular term determined by the departmental membership.
 - d. Membership shall be suspended if the councillor has three consecutive absences from Council meetings, without submitting regrets or a proxy. The Executive shall make all reasonable efforts to inform the departmental organization of the suspension, and that the department has the right to appoint a councillor to the position.
 - e. Membership of Council shall be terminated automatically when a member's term has expired. A member can return to Council if she is again chosen democratically by her department.
3. Membership of Executive:
 - a. Members of the Executive are:
 - i. President
 - ii. Vice President Internal
 - iii. Vice President External
 - iv. Vice President Academic
 - v. Vice President Marketing and Events
 - vi. President of the Health Sciences Graduate Students' Association (HSGSA), serving as ex-officio Vice President Health Sciences.
 - vii. Senators (the number of Senators shall be determined according to the Bylaws of Senate)
 - viii. Executive-at-Large
 - b. Members of the Executive are chosen by annual General Elections. Vacant positions are to be filled according to the "Elections Policy and Procedure Manual".
 - c. Any member of the UMGSA who is in good standing may run for any of the Executive positions, except the position of Vice President Health Sciences which can be filled by the membership of the HSGSA only.
 - d. Members of the HSGSA Executive are chosen by annual General Election by the Membership of the HSGSA
 - e. Membership of the HSGSA Executive are:
 - i. President
 - ii. Vice President Internal
 - iii. Vice President External
 - iv. Vice President Academic
 - v. Vice President St. Boniface
 - vi. Vice President Marketing and Events

- vii. Senator (If an HSGSA graduate student is elected to this position, filling one (1) of the three (3) senator roles ascribed to the UMGSA Executive)
- f. An executive who graduates in her term is allowed to remain in her position until the end of the term providing she fulfills her duties specified in the elections policy and procedure manual.
- g. Membership of the Executive shall be terminated in the following cases:
 - i. Conviction of an indictable offence;
 - ii. Abuse or misappropriation of finances, resources or private information belonging to the UMGSA;
 - iii. Misrepresentation of the UMGSA in legal or public matters;
 - iv. Expulsion from her program or the University.
- h. Executives may be impeached for the following:
 - i. Gross negligence;
 - ii. Abuse of a fellow Executive, Council member or other individual which compromises the Executive's ability to perform their role.
 - iii. Impeachment of an Executive's position should only be undertaken in circumstances when the prescribed means of mediation are exhausted. These means are outlined in Article IV titled "Conflict Resolution Procedure" of the Executive Policy Manual.
- i. An executive may only be impeached by the student body which elected her; five students, who are not members of either campus' Association's Executive, must provide in writing their grievances and clear documentation of the steps taken to resolve the conflict. All information must be supplied to the Internal Development and Review Sub-Committee (IDRSC), who will hold all materials in confidence until a decision is reached. IDRSC may recommend further mediation, or submit materials to Council for consideration. Once the matter is presented to Council, all materials must be made public. Council may then decide to either consider the impeachment, or pursue further means of mediation.

Article IV: Elections

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

Article V: Executive and Council Responsibilities

1. Duties of the Executive:

- a. The UMGSA Executive shall:
 - i. Be responsible to the Council for the day-to-day workings and emergency decisions required for the UMGSA.
 - ii. Represent the UMGSA both internally and externally, following UMGSA policy on all matters.
 - iii. Report to the Council decisions and activities that effect the general operational policies of the UMGSA.
 - iv. Prepare the annual budget for the UMGSA, which must be presented in the May meeting of Council for approval.
 - v. Respect the fiscal constraints of the budget as approved by Council.
 - vi. Be responsible for an effective year-end transition process.
 - vii. Post regular office hours, and provide and clearly post contact information for all members of the Executive.
 - viii. Submit an annual report by March 20th for review at the April meeting of Council.
- b. The HSGSA Executive shall:
 - i. Be responsible to the HSGSA Council for the day-to-day workings and emergency decisions required for the HSGSA.
 - ii. Represent the HSGSA both internally and externally, following HSGSA/UMGSA policy on all matters.
 - iii. Report to the Council decisions and activities that effect the general operational policies of the HSGSA.
 - iv. Prepare the annual budget for the HSGSA, which must be presented in the May meeting of Council for approval.
 - v. Respect the fiscal constraints of the budget as approved by Council.
 - vi. Be responsible for an effective year-end transition process.
 - vii. Post regular office hours, and provide and clearly post contact information for all members of the Executive.
 - viii. Submit an annual report by March 20th for review at the April meeting of Council.
- c. Specific duties of each of the Executive Members are provided in the “Elections Policy and Procedure Manual” and the “Executive Procedure Manual”. In the case of any discrepancy between the documents, the “Elections Policy and Procedure Manual” shall be the authoritative document.

2. Duties and Operations of Council:

- a. Composition and Role of Council
 - i. The Council of the UMGSA shall consist of the Executive and one graduate student from each department of the University wherein qualified members are enrolled, as well as non-voting members as specified in the Council Policy and Procedure Manual.
 - ii. Council shall have authority to determine the policy and practices of the UMGSA, as well as to approve or disallow:
 - a. The annual budget of the UMGSA
 - b. All grants made by the UMGSA
 - c. All donations made by the UMGSA in excess of two hundred and fifty dollars (\$250.00 CAD) for a single recipient
 - d. The election of members of the Executive Committee
 - e. The Chairperson of every standing or ad hoc committee established by the UMGSA
 - f. Appointment of any representative of the UMGSA on any other board, committee, or organization, internal or external
- b. Each councillor of the UMGSA shall:
 - i. Represent the interests of graduate students in her department in Council and committee meetings of the UMGSA.

- ii. Report to the graduate students of her department on the proceedings of Council and committees of the UMGSA.
 - iii. Select a graduate student from her department to act as proxy to represent her constituents at Council when she is unable to attend.
 - iv. Serve on at least one committee of the UMGSA, or provide an alternate from her department.
 - v. Report to the Vice President Internal of the UMGSA on her department's activities and expenditures for which the department received a department grant.
 - vi. Conduct an election for an incoming departmental representative to Council upon completion of her term of office, or find an alternate to do so.
 - vii. Submit an annual report by April 1st for department grants.
- c. Meetings
- i. Regular Meetings: Will take place once a month at a location designated by the President and agreed upon by Council. Meetings in June, July, and December are not required, but may be called at the discretion of the Executive. Due notice of the meeting must be provided two weeks in advance prior to the meeting. Meeting documents must be sent to the council one week in advance of the meeting.
 - ii. Special Meetings and Notice: A meeting of the Council above the scheduled meetings may be called by five (5) voting council members at any time. Notice and purpose of any meeting shall be served in writing online and in print in a forum available to all members of Council not less than fourteen (14) days before the meeting is to take place.
 - iii. Motions: All motions to amend the policies and procedure manuals, the practices or the finances of the UMGSA must be provided in writing with all supporting documents no less than seven (7) days prior to the meeting.
 - iv. Quorum: A minimum of fifty percent (50%) of the councillors and fifty percent (50%) of the Executive shall form a quorum for the transaction of business. Provided their meeting has been properly called, a quorum may exercise all the powers of the Council. In the absence of a quorum, no business shall be transacted at a meeting of councillors, except the adjournment of the meeting to a new date of which notice shall be given to all members of the Council following the two weeks' rule.
 - v. Each represented department and each member of the Executive shall be entitled to one vote at Council meetings.
 - vi. Proxies: Each councillor must notify the chair at least twenty-four (24) hours prior to the meeting if they are not attending or sending a proxy. The chair must receive written notice of any proxy prior to the Council meeting, as either a signed proxy form or a letter of proxy from an email address registered at the UMGSA office. The deadline for sending a proxy via email is at least three (3) hours prior to the scheduled start time and the written proxy form must be received by the Chair before the meeting is called to order. Written absentee votes will be accepted in special circumstances detailed in the "Council Policy and Procedure Manual".
 - vii. Resolution in lieu of meeting: A resolution in writing signed by all the councillors entitled to vote on that resolution at a meeting of the Council or of the Executive Committee is as valid as if it has been passed at a properly constituted meeting and is effective from the date specified in the resolution, but that date shall not be prior to the date on which the first councillor signed the resolution. Email votes, mediated by the Chair, are also valid if ratified at the next Council meeting.

Article VI: Committees

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

Article VII: Finances

1. The per-annum honorarium amount of UMGSA Executive Members shall be as follows:
 - a. President \$15,500.00 CAD
 - b. Vice President Internal \$12,000.00 CAD
 - c. Vice President External \$12,000.00 CAD
 - d. Vice President Academic \$12,000.00 CAD
 - e. Vice President Marketing and Events \$12,000.00 CAD
 - f. Senators \$4,200.00 CAD each
 - g. Executive-At-Large \$9,300.00 CAD
2. HSGSA Honoraria shall be paid through the Association in the following amounts:
 - a. President \$12,000.00 CAD
 - b. Vice President Internal \$4,200.00 CAD
 - c. Vice President External \$4,200.00 CAD
 - d. Vice President Academic \$4,200.00 CAD
 - e. Vice President Marketing and Events \$4,200.00 CAD
 - f. Vice President St. Boniface \$4,200.00 CAD
3. Amounts shall be paid in twelve (12) equal monthly instalments for all UMGSA and HSGSA Executive members who are paid on a per-annum basis.
4. Payment of honoraria is subject to payment of CPP and EI to the Canada Revenue Agency (CRA) in accordance with CRA regulations. The statements will be issued to each Executive member in accordance with CRA regulations.
5. All honoraria cheques shall be issued by the Fort Garry UMGSA office.
6. Amounts of Executive honoraria may only be changed by a decision of a two-thirds (2/3) majority at a General Meeting prior to May 1st, and such changes shall not take effect until May 1st. If determination in accordance with here-present Bylaw does not take place, the amount of salary paid in the previous year shall be considered the Executive salary.
7. The HSGSA shall receive thirty percent (30%) of the Association operating budget fees collected by the UMGSA from HSGSA members. The formula for this calculation would reflect the number of HSGSA students (H) registered within the semester multiplied by the student fees collected from HSGSA members (F) multiplied by thirty percent (30%) $[(H) \times (F) \times (0.3)]$. The allocation will be distributed in two equal payments annually during the second and fourth quarter of each year. If a motion is put forward and seconded by any member of UMGSA/HSGSA to review the allocation amounts, then a joint meeting of the UMGSA/HSGSA Bylaws committees will take place no later than one month prior to the January UMGSA and HSGSA AGMs.

Article VIII: Annual General Meeting(s)

1. At least one General Meeting shall be held each year between October 1st and January 31st in the city of Winnipeg, Manitoba.
2. The Executive or the Council shall have the right to call additional General meetings at their discretion.
3. A General Meeting shall be convened upon the written request of twenty-five (25) or more members of the UMGSA.
4. Notice of a General Meeting must be provided in writing online and in a print in a forum available to all members of the UMGSA three weeks in advance, with clearly noted time and location.
5. All documents for the meeting, including the agenda, reports and any proposed motions, must be made available to all members of the UMGSA two weeks prior to the meeting.
6. Quorum at a General Meeting shall be one percent (1%) of the membership of the UMGSA. Without quorum, no business can take place and no motions can be passed, other than a motion from the floor to reschedule the meeting.

Article IX: Relationship with the Canadian Federation of Students

1. University of Manitoba Graduate Students' Association is not a member of the Canadian Federation of Students (CFS), the Canadian Federation of Students- Services (CFS-S), or the Canadian Federation of Students-Manitoba (CFS-MB), herein referred to as CFS/-S/-MB and in that regard if and when necessary, it shall dispute all statements, claims, indications and suggestions of membership (full or otherwise) in the CFS/-S/-MB.
2. The UMGSA shall continue to collect and hold fees related to possible membership in CFS/-S/-MB in a contingency fund up to and including the completion of the 2017-2018 academic term or until such time that the membership status is officially conceded, in writing, between the legal counsel of the CFS/-S/-MB, the University of Manitoba, and the UMGSA or determined by courts, whichever is sooner.
3. Fees that are collected in respect of possible membership in CFS/-S/-MB may be used toward the reasonable costs associated with the process of defending the position of UMGSA regarding membership in the CFS/-S/-MB until such time that the membership status is officially conceded, in writing, between legal counsels of the CFS/-S/-MB, the University of Manitoba, and the UMGSA or determined by courts, whichever is sooner.
4. At each Annual General Meeting, the UMGSA membership shall revisit and determine the use of all remaining fees collected from the UMGSA members and held in a contingency fund until the issue of membership in the CFS/-S/-MB is finally resolved.
5. The general membership of the UMGSA and the HSGSA shall discuss affiliations with external organizations, included but not limited to CFS/-S/-MB and/or Canadian Alliance of Student Associations, at each Special/Annual General Meeting.

Article X: Amendment of This Document

1. The Bylaws of the UMGSA may be amended only at General meetings of the UMGSA subject to the following:
 - a. Notice of Motion to amend the Bylaws must be made available in print and electronic to members of the Association two weeks in advance of a vote of amendment.
 - b. Any Bylaws amendments presented by the UMGSA must be passed with a two-thirds (2/3) majority vote by a joint UMGSA/HSGSA Bylaws Committee.
 - i. The joint committee must meet three times a year to review the state of the Bylaws, and consider necessary revisions.
 - c. A motion to amend the Bylaws requires a two-thirds (2/3) majority vote of the General Meeting to pass.
 - d. Any motion altering the HSGSA matters must be presented in advance and passed by the joint Bylaws Committee; no motions altering the relationship (either financial or political) between the UMGSA and the HSGSA can be raised from the floor.