

Governance and Operations Manual of the University of Manitoba Graduate Students' Association

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Article I: Amendment Procedures

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

COUNCIL

Article II: Meeting Rules and Order

1. Rules of Order
 - a. All Council and General Meetings of the UMGSA shall be governed by Robert's Revised Rules of Order subject to the Bylaws of the UMGSA and the Governance and Operations Manual.
2. Council Meetings
 - a. The regular meetings of the Council shall be conducted at least once a month, except in June, July, and December, at a time and place designated by the President. A regular meeting may be called in June, July and December, with one week's notice to Council.
 - b. The President, or five members of Council, shall have the right to call an emergency meeting of the Council upon forty-eight hours' notice of the Council membership. This will be done by submitting a letter in writing to the Chair of Council with an agenda.
3. Quorum
 - a. A majority of the Councillors and a majority of the Executive shall form a quorum for the transaction of business.
 - b. Provided their meeting has been properly called, a quorum may exercise all the powers of the Council.
 - c. 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.
4. Reports to Council
 - a. Committee Reports
 - i. All filled committees must submit a written report of their activities at regular meetings of Council.
 - ii. Any motion contained within a report is considered to be moved and seconded by the members of the Committee.
 - iii. Reports that may not be considered for Concurrence without Debate include:
 1. Any report containing a motion that allocates monies not already included in the UMGSA Budget.
 2. Any report or motion that would amend portions of the Bylaws of the UMGSA, the Governance and Operations Manual or the Election and Referendum Manual.
 - b. Executive Member Reports
 - i. Each executive member shall submit a written report every regular meeting detailing:
 1. Meetings and office hours attended and missed
 2. Activities outside of those actions undertaken by Committee
 - c. Departmental Reports
 - i. Reports to Council can be made by any departmental representative at any Council meeting. Formal reports should be submitted to the Office Manager for circulation to the Council. Informal reports can be made at meetings, as long as the Chair is informed that the representative wishes to speak. Reports should address events and matters relating to Graduate Students from the individual department.
5. Motions
 - a. Prior Notice
 - i. The following motions require prior notice:
 1. Additions, deletions or amendments to the Governance and Operations Manual or the Election and Referendum Policy.
 2. Calls for referenda and elections.
 3. Amendments to the budget.
 4. All motions coming from Committee

- ii. Prior notice shall be given with the exact wording of the motion, along with all supporting documents, distributed no less than 7 days before the motion can be voted on by Council.
- iii. If prior notice is given and a motion is then amended, the amended motion can be passed at the same meeting.
- iv. Motions not requiring a change of policy or finances, such as the motion to refer to Committee or provide a letter of support for a cause, may come from the floor.
- b. Friendly amendments
 - i. Amendments which do not significantly change the spirit of a motion can, with the permission of the original mover, be adopted without a motion or vote to amend.
- c. Voting
 - i. Questions arising at any meeting of the Council shall be decided by a majority of votes.
 - ii. The following motions require a two-thirds majority of Council to be approved.
 - 1. Amendments to the Budget
 - iii. Absentee voting
 - 1. Councillors who are also members of the Health Sciences Graduate Students' Association may cast absentee votes on motions of Council.
 - a. For HSGSA members, absentee votes may be provided by signing a nominal roll for the motion, noting either for or against, when the motion is raised at HSGSA Council.
 - b. If a motion for which absentee votes have been submitted is amended at Council, the HSGSA President shall cast the votes for the amended motion in the spirit in which the absentee votes were cast.
 - 2. Prior to the meeting of Council, absentee votes must be provided to the Chair and contain a signature or digital signature in the form of a known email address: one that is registered with the UMGSA or the University of Manitoba.
 - 3. In the event that teleconferencing facilities are being used to allow real-time participation by Councillors from HSGSA departments, absentee votes by those Councillors will not be counted.
 - iv. Email voting
 - 1. A motion can be presented and voted upon by email if the vote is mediated by the Chair and the results are ratified at the next Council meeting.
 - 2. In the event that a motion does not have a mover and seconder, the first two email votes in favour of the motion are considered to come from the mover and seconder of the motion.
 - v. Resolution in lieu of meeting
 - 1. A resolution in writing signed by all the Council members entitled to vote on that resolution at a meeting of the Council or of the Executive Committee is as valid as if it had 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 Council member signed the resolution.
 - vi. Concurrence without Debate
 - 1. Concurrence without Debate means that an item is accepted for informational purposes by Council, but is not approved and thus is not declared true by Council.
 - 2. Reports to Council by any Executive member or Committee are to be accepted as concurrence without debate.
 - 3. Nominal Rolls for grants (either travel or departmental) are also to be accepted for concurrence without debate

Article III: Membership and Voting Rights

1. Members of Council
 - a. The following shall be ex officio voting members of Council
 - i. One Councillor from each department with a graduate program
 - ii. All members of the Executive Committee
 - b. The following shall be ex officio non-voting members of Council
 - i. CUPE 3909 representative
 - ii. UMSU representative
 - iii. GSA Office Manager
 - iv. GSA Executive Assistant
 - v. Chair
 - vi. Indigenous Student Centre Representative
2. Councillors of the UMGSA
 - a. Each department which offers a graduate program shall be entitled to send a representative member to Council.
 - i. The Councillor must be chosen democratically by the membership of the applicable department, on a regular term determined by the departmental membership.
 - ii. In order to have a representative on Council, all graduate student members of the department must be eligible to run for election as their UMGSA Council representative, as well as for election to their departmental graduate students' association's executive positions.
 - b. Membership of Council shall be terminated automatically when a Councillor's term has expired. A member can return to Council if they are once again democratically chosen by their department.
 - c. Departmental representation can be shared by up to two Councillors from a single department so long as both Councillors meet the requirements listed above. Regardless of the number of representatives, each department is entitled to only one vote. Should multiple representatives from a department attend a meeting, only one holds the vote; the others are automatically considered non-voting members.
 - d. If a Councillor is unable to attend Council, they may send a proxy from their department. The Chair should receive written notice of any proxy prior to the Council meeting.
 - i. Prior to the meeting of Council, proxy forms must be provided to the Chair and contain a signature or digital signature in the form of a known email address: one that is registered with the UMGSA or the University of Manitoba.
 - e. Each of the following groups shall be considered as single departments:
 - i. All students enrolled in the program leading to the degree of Master of Education at Saint Boniface College.
 - ii. All students enrolled in an interdisciplinary program of the Faculty of Graduate Studies.
 - iii. All students in departments of low enrollment who may choose to amalgamate as one department body.

Article IV: Roles and Responsibilities of Council

1. Role of Council
 - a. Council shall have authority to determine the policy and practices of the UMGSA, as well as to approve or disallow:
 - i. the annual budget of the UMGSA;
 - ii. all grants made by the UMGSA;
 - iii. all donations made by the UMGSA in excess of \$250.00 for any one donee;
 - iv. the election process of members of the Executive Committee;
 - v. awards given by the UMGSA;

- vi. the Chair of every standing or ad hoc committee established by the UMGSA;
 - vii. appointment of any representative of the UMGSA on any other board, committee or organization, internal or external.
- 2. Executive Duties to Council
 - a. The Executive shall be responsible to the Council for the day-to-day workings and emergency decisions required for the UMGSA.
 - b. The Executive must prepare an annual budget for the UMGSA. This budget must be presented to Council in May for approval.
 - c. The Executive must respect the fiscal constraints in the budget as approved by Council.
 - d. In the event that a budget for the current fiscal year is not approved by Council, the Executive must respect the fiscal constraints in the budget approved by Council in the previous year, until a new budget is passed.
- 3. Committees' Responsibilities to Council
 - a. Each Committee of the UMGSA shall report to Council on the schedule laid out in the "Committees" section of this document.
 - i. The Report shall provide information on the activities and intentions of the Committee in writing.
 - ii. Within the Report, the Committee may provide motions for consideration by Council.
 - 1. Motions will be accompanied by any pertinent information Council may require to make a balanced decision.
 - b. Each Committee of the UMGSA shall accept the mandate and duties set by Council, and will report back on any matters related to Council requests.
- 4. Council's Responsibilities to the Committees of the UMGSA:
 - a. Council will hear and accept the reports of the Committees, both Standing and Ad-hoc, of the UMGSA.
 - b. Council will consider and vote on motions brought forward by the Committees of the UMGSA.
 - c. Council will send recommendations or mandates to the Committees of the UMGSA.

EXECUTIVE

Article V: Executive Roles and Responsibilities

1. Assumption of responsibilities and term of office for the Executive and Council:
 - a. Executive members shall assume office May 1st.
 - b. UMGSA Senators shall assume responsibility with the respective bodies in accordance to Senate bylaws.
 - c. Each Council representative shall assume office at the first regular Council meeting following the departmental selection.
 - d. The term of office of each Executive and Council member shall be one year.
2. Leaves of Absence:
 - a. Authorized leaves of absence are paid leaves of absence.
 - b. They shall not exceed 3 weeks per leave, and are limited to 2 leaves per term of office and should be available by email in order to be paid.
 - c. Authorized leaves of absence shall be authorized by the Executive Committee and reported in the Executive reports at the next scheduled Council meeting.
3. All Executives shall perform the following duties:
 - a. Post and keep a minimum of 2 regular office hours per week, between 9:00 a.m. and 5:00 p.m., except when absent due to sickness, travel or other reasonable eventualities, and see that notice is posted and alternative hours are provided whenever the regular hours cannot be fulfilled.
 - b. Attend all UMGSA Executive and Council meetings and present a written report at each UMGSA Council meeting. Provide to the UMGSA Council a written list of all internal and external meetings attended, noting scheduled meetings that the Executive was unable to attend, and a record of office hours maintained.
 - c. Serve on and chair committees as specified in the “Committees” section of this document.
 - d. Perform other tasks as assigned by the UMGSA Executive or Council.
 - e. Submit all official UMGSA documents to the Office Manager or Assistant, including but not limited to all Meeting Agendas and Minutes, Attendance sheets, and Reports. Submit all these documents promptly, with sufficient time for the Office Manager or Assistant to review them, check the documents for any errors, and where appropriate ensure a consistent format, particularly before any are sent out with monthly Council documents.
 - f. Failure to attend 2 or more UMGSA Executive meetings without good reason and sending regrets, or failure to attend 2 or more UMGSA Council meetings without good reason and sending regrets, shall also constitute gross negligence.
4. The President shall perform the following duties:
 - a. Supervise the day-to-day business of the UMGSA.
 - b. Have signing authority for the UMGSA.
 - c. Be the official spokesperson for the UMGSA.
 - d. Manage staff relations.
 - e. Attend all meetings of the UMGSA.
 - f. Sit on all internal committees of the UMGSA.
 - g. Serve on the Faculty of Graduate Studies Executive Committee and Council.
 - h. Serve on, or provide designates to serve on, committees of the Faculty of Graduate Studies, both permanent and ad-hoc.
 - i. Serve on, or find designates for, University committees.
 - j. Coordinate appointments to external committees.
 - k. Provide names of all graduate students who serve on such committees to the Vice-President Finance and Administration regarding recognition by the Student Records Office.
 - l. Be prepared to perform duties of the Vice-President Finance and Administration, Vice-President Services and Support and Vice-President Academic in case of illness schedule conflict, etc., on an interim basis.

5. The Vice-President Finance and Administration shall perform the following duties:
 - a. Have signing authority for the UMGSA.
 - b. Oversee the UMGSA Student Planner content development and advertising for the following school year. The Vice-President Finance and Administration will collaborate with UMGSA Office Staff who contributes graphic, layout and printing.
 - c. Act as joint authority and share responsibility with the President for the daily affairs of the UMGSA.
 - d. Perform duties of the President in case of illness, schedule conflict, resignation, etc., on an interim basis.
 - e. Coordinate appointments to internal committees.
 - f. Attend all UMGSA Executive and Council meetings and present a written report at each Council meeting. Provide to each UMGSA Council meeting a written list of all internal and external meetings attended, noting scheduled meetings the Vice-President Finance and Administration was unable to attend, and a record of office hours maintained.
 - g. Supervise the keeping of all necessary financial records of the UMGSA, including but not limited to bills, cheque books and monthly accounting.
 - h. Submit the budget prepared by the Executive to Council for its approval by the May Council meeting.
 - i. Present bi-annual financial reports to Council, to be given at Council meetings held before December 1 and before May 1 of each academic year.
 - j. Submit the financial records of the UMGSA for an annual audit upon notice from Council.
 - k. Ensure financial records are available to any Council member, upon arrangement.
 - l. Coordinate the process of awarding of regular and special UMGSA grants, subject to approval by UMGSA Council.
6. The Vice-President Services and Support shall perform the following duties:
 - a. Have signing authority for the UMGSA.
 - b. Serve, or find a designate, as the official representative of the UMGSA in external matters pertaining to the relationship of the UMGSA with other graduate and university student associations.
 - c. Serve as the official representative of the UMGSA, on behalf of the President, at meetings, that are delegated with proper discussion and agreement by the Vice-President Services and Support on the University Campus and its affiliates.
 - d. Liaise with coalition partners and external organizations as representative for the UMGSA.
 - e. Handle UMGSA outreach events.
 - f. Act as a representative at external events.
 - g. Liaise with the government and the public at large.
 - h. Collaborate with the Vice-President Finance and Administration on the UMGSA Student Planner.
 - i. Handle planning and organization of UMGSA Orientation socials.
 - j. Handle planning and organization of UMGSA Orientation lectures, external relations, and presentations.
 - k. Maintain authority of the development and implementation of social and sporting events that may be held by the UMGSA – such as intermural sports, socials, visual art events, etc.
7. The Vice-President Academic shall perform the following duties:
 - a. Have signing authority for the UMGSA.
 - b. Serve as a UMGSA Senator.
 - c. Co-Chair the Student Senate Caucus, unless designated otherwise.
 - d. Advocate for students on academic issues.
 - e. Plan the UMGSA Awards Luncheon.
 - f. Organize academic workshops and the speaker series events held on campus.
 - g. Act as Liaison between the UMGSA and the Faculty of Graduate Studies and serve on the Faculty of Graduate Studies Executive Committee and Council.
 - h. Assume responsibility on matters of University discipline as they concern the membership of the UMGSA and sit on any Local Disciplinary Committee in the capacity of Student Advocate.

- i. Act in an advisory function to the Office of Student Advocacy on behalf of graduate students. Attend educational seminars on advocacy and appeals training conducted by the Office of Student Advocacy.
8. The HSGSA President shall perform the following duties:
 - a. Serve as liaison and UMGSA advocate for Health Sciences graduate students.
 - b. Work with the Vice-President Academic and Vice-President Services and Support to serve as advocate for Health Sciences graduate students to the University administration and other bodies.
 - c. Serve on the Faculty of Medicine Sub-Council of the Faculty of Graduate Studies.
 - d. Act, or appoint a designate to act, as the UMGSA's representative on all Health Sciences committees or boards when so requested by those bodies. Forward names to UMGSA Council for approval as appropriate.
 - e. Provide names of all graduate students who serve on Health Sciences committees to the Vice-President Finance and Administration for confirmation of student participation.
9. Each Senator of the UMGSA shall perform the following duties:
 - a. Attend all Senate and Student Senate Caucus meetings.
 - b. Serve on at least one Senate Committee.
 - c. Represent the interests of all graduate students and the UMGSA to the Senate and on Senate Committees.
 - d. Ensure that one of the UMGSA Senators is in attendance at each HSGSA Council meeting.
 - e. Work with other UMGSA Senators to ensure a Senators' Report is written and presented at each UMGSA Council meeting.
 - f. Serve on at least two internal committees.
Failure to attend or to designate a proxy to attend 2 or more Senate meetings and/or Student Senate Caucus meetings shall constitute gross negligence.

Article VI: Conflict Resolution Procedure

1. In the event of a conflict means should be taken for resolution including but not limited to:
 - a. Initial face to face dialogue between conflicting parties
 - b. Mediation efforts internal to the UMGSA Executive
 - c. Introduction of the conflict to UMGSA Council for debate and dialogue on the way forward
2. In the event that the conflict has not been resolved by the protocols outlined in IV.a. impeachment of an Executive's position can be considered.
3. The procedure for impeachment is as follows:
 - a. Mediation efforts conducted by a party external to the UMGSA Executive as mandated by the UMGSA Council
 - b. Formation of a commission for a fact-finding mission carried out by the Executive Review Committee or other delegated members of Council
 - c. 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.

COMMITTEES

Article VII — Standing Committees

1. Awards Committee
 - a. Membership
 - i. The Vice-President Academic of the UMGSA as Chairperson.
 - ii. The President of the UMGSA.
 - iii. The Vice-President Services and Support of the UMGSA.
 - iv. One HSGSA designate.
 - v. One Senator of the UMGSA.
 - vi. The Dean of the Faculty of Graduate Studies, or designate.
 - vii. No fewer than eight (8) representatives of the UMGSA comprised from each of the following disciplines:
 1. Humanities: i.e. History, English, Philosophy, French and Spanish, Religion, German, Icelandic, Near Eastern and Judaic Studies, Slavic Studies, Classics, etc.
 2. Social Sciences: i.e. Economics, Psychology, Sociology, Anthropology, Geography, Political Studies, etc.
 3. Natural and Agricultural Sciences: i.e. Geological Sciences, Human Ecology, Mathematics, Statistics, Microbiology, Chemistry, Physics, Biological Sciences and Agriculture, etc.
 4. Professional Studies: i.e. Administrative Studies, Computer Science, Engineering, Education, Architecture, Law, Medicine, Dentistry, Pharmacy, Social Work, etc.
 - viii. No department can have a representative for more than two consecutive years.
 - b. Mandate
 - i. Select the Graduate Teaching Award.
 - ii. Select the UMGSA's Awards for full-time Master's students, UMGSA's Award for a full-time Doctoral student, and the UMGSA's Awards for part-time Master's or Doctoral students.
 - iii. Organize and put on the UMGSA Awards luncheon where:
 - iv. The Graduate Teaching Award will be presented
 - v. Recipients will present their research, or some portion thereof
 - vi. All members are to be invited.
 - vii. Conduct an annual review of Article IV.IV of the Financial Policy and Procedure Manual for presentation at the April meeting of the Bylaws and Policy Committee.
 - viii. The purpose of the review is to ensure that:
 1. All documents and forms published by the Awards Committee are current to the upcoming granting year.
 2. No discrepancies exist between applications and their governing subsections within bylaw 2.11.
 - c. Meetings
 - i. The Awards Committee shall meet in June following the UMGSA Council's ratification of the Awards Committee to start the awards selection process.
 - ii. At that time, the Committee shall determine a meeting schedule for each academic term.
 - iii. The committee chair shall, by the end of each meeting, list on that meeting's attendance sheet those members of the committee that had sent regrets, as well as those that were absent without sending regrets.
 - d. Reporting Authority

- i. The Chairperson will report to the Council at each scheduled monthly meeting to provide an update on Awards Committee.
 - ii. The Chairperson will put together a report to be submitted to the Finance Committee in order to assess the expenses of the Awards Committee's luncheon and awards.
 2. Bylaws and Policy Committee
 - a. Membership
 - i. The Vice-President Finance and Administration of the UMGSA as Chairperson.
 - ii. The President of the UMGSA.
 - iii. One HSGSA designate.
 - iv. One Senator of the UMGSA.
 - v. The Executive-at-Large as a non-voting resource member.
 - vi. No fewer than six representatives of the UMGSA, with at least one representative from each of the following disciplines:
 1. Humanities: i.e. History, English, Philosophy, French and Spanish, Religion, German, Icelandic, Near Eastern and Judaic Studies, Slavic Studies, Classics, etc.
 2. Social Sciences: i.e. Economics, Psychology, Sociology, Anthropology, Geography, Political Studies, etc.
 3. Natural and Agricultural Sciences: i.e. Chemistry, Physics, Human Ecology, Mathematics, Microbiology, Biological Sciences and Agriculture, Statistics, Geological Sciences, etc.
 4. Professional Studies: i.e. Administrative Studies, Computer Science, Engineering, Education, Architecture, Law, Medicine, Dentistry, Pharmacy, Social Work, etc.
 - b. Mandate
 - i. Develop and maintain all legislative documents for the UMGSA.
 - ii. Develop and maintain the following:
 1. Legislation (including the Bylaws and the Constitution).
 2. Policy (including the Financial Policy Manual).
 3. Administration (including a Terms of Reference for Non-GSA Committees).
 4. Develop and maintain all legislative documents for the UMGSA.
 - iii. Present an annual review of the Bylaws and Policy Manuals at the March meeting of Council.
 - c. Meetings
 - i. The Bylaws and Policy Committee shall meet in September and in January to determine a meeting schedule for each academic term.
 - ii. The committee chair shall, by the end of each meeting, list on that meeting's attendance sheet those members of the committee that had sent regrets, as well as those that were absent without sending regrets.
 - d. Reporting and Authority
 - i. The Chairperson shall report to Council at each scheduled monthly meeting to provide an update on Bylaws and Policy Committee activities.
 3. Services and Support Committee
 - a. Membership
 - i. The Vice-President Services and Support of the UMGSA as Chairperson.
 - ii. The President of the UMGSA.
 - iii. The Vice-President Academic of the UMGSA.
 - iv. One HSGSA designate.
 - v. One Senator of the UMGSA.
 - vi. No fewer than four representatives of the UMGSA, to include:
 1. No fewer than two Councillors of the UMGSA.
 2. No fewer than two non-Councillors members of the UMGSA
 - b. Mandate
 - i. To implement Services and Support on behalf of Council.
 - ii. To organize and put on academic events, including but not limited to the UMGSA Speaker Series and the UMGSA Seminar Series.

- iii. To organize and put on non-academic events, including but not limited to Welcome Back Week / Orientation.
 - c. Meetings
 - i. The Services and Support Committee will meet a minimum of once per month.
 - ii. The committee chair shall, by the end of each meeting, list on that meeting's attendance sheet those members of the committee that had sent regrets, as well as those that were absent without sending regrets.
 - d. Reporting and Authority
 - i. The Chairperson shall report to the Council at each scheduled monthly meeting to provide an update on Services and Support Committee activities.
- 4. Events Committee
 - a. Membership
 - i. The Vice-President Services and Support of the UMGSA as Chairperson.
 - ii. The President of the UMGSA.
 - iii. One HSGSA designate.
 - iv. One Senator of the UMGSA.
 - v. No fewer than four representatives of the UMGSA, to include:
 - 1. No fewer than two Councillors of the UMGSA.
 - 2. No fewer than two non-Councillors members of the UMGSA.
 - b. Mandate
 - i. To organize and put on events including but not limited to social, sports, and other events put forth by the UMGSA.
 - ii. To organize the Holiday Hamper Drive, with or without assistance from other organizations.
 - iii. To organize and put on UMGSA Orientation services and events in the months of September and January.
 - iv. To review items related to UMGSA clubs, as per the "Clubs" section of this document.
 - c. Meetings
 - i. The Events Committee will meet a minimum of once per month.
 - ii. The committee chair shall, by the end of each meeting, list on that meeting's attendance sheet those members of the committee that had sent regrets, as well as those that were absent without sending regrets.
 - d. Reporting and Authority
 - i. The Chairperson shall report to the Council at each scheduled monthly meeting to provide an update on Events Committee activities.
- 5. Election and Referendum Committee
 - a. Membership
 - i. Five members of the UMGSA.
 - b. Mandate
 - i. The Election and Referendum Committee shall be struck by Council prior to the January meeting of Council.
 - ii. The Election and Referendum Committee shall vote to select a committee chairperson from its membership prior to the January meeting of Council. This chairperson cannot serve as CRO or DRO.
 - iii. The Election and Referendum Committee shall operate in accordance with the Election and Referendum Manual.
 - iv. No one shall be eligible to run for any Executive position in a UMGSA Election while they are a member of the Election and Referendum Committee.
 - v. The Election and Referendum Committee shall vote to select from its membership one person to serve as the Chief Returning Officer (CRO) for any UMGSA Elections and Referenda, as well as one person to serve as the Deputy Returning Officer (DRO).
 - vi. The CRO and DRO do not participate as members of the Election and Referendum Committee during any appeal proceedings.
 - vii. The CRO and DRO shall have the duty to ensure that all those participating in any UMGSA Election follow the policies and procedures as stipulated in the Election and Referendum Manual.

- c. Meetings
 - i. The Election and Referendum Committee shall vote to select the committee chairperson, the CRO, and the DRO prior to the January meeting of Council, either in person, or by email.
 - ii. The Election and Referendum Committee will meet and conduct its proceedings in accordance with the Election and Referendum Manual. The Committee will adhere to the timelines and deadlines stipulated therein.
 - iii. The Committee chair shall, by the end of each meeting, list on that meeting's attendance sheet those members of the Committee that had sent regrets, as well as those that were absent without sending regrets.
 - d. Reporting and Authority
 - i. The Committee chair will report the activities and decisions made by the Election and Referendum Committee to Council during and immediately subsequent to the period(s) in which the Committee has been active.
 - ii. The CRO shall report to Council as stipulated in the Election and Referendum Manual.
6. Executive Committee
- a. Membership
 - i. The President of the UMGSA as Chairperson.
 - ii. The Vice-President Finance and Administration of the UMGSA.
 - iii. The Vice-President Services and Support of the UMGSA.
 - iv. The Vice-President Academic of the UMGSA.
 - v. The HSGSA President.
 - vi. Three Senators of the UMGSA.
 - vii. The Executive-at-Large as a non-voting resource member.
 - b. Mandate
 - i. Operate in accordance the "Executive" section of this document.
 - ii. Review all documents to be submitted to Council.
 - iii. Refer items to the relevant Committee when deemed appropriate.
 - iv. Refer items directly to Council when deemed appropriate.
 - v. Set the agenda for each Council meeting.
 - c. Meetings
 - i. The Executive Committee shall meet a minimum of once per month.
 - ii. The committee chair shall, by the end of each meeting, list on that meeting's attendance sheet those members of the committee that had sent regrets, as well as those that were absent without sending regrets.
 - d. Reporting and Authority
 - i. Where not explicitly outlined through the agenda, the Chairperson shall report to Council at each scheduled monthly meeting to provide an update on Committee activities.
7. Finance Committee
- a. Membership
 - i. The Vice-President Finance and Administration of the UMGSA as Chairperson.
 - ii. The President of the UMGSA.
 - iii. The Vice-President Services and Support of the UMGSA.
 - iv. One HSGSA designate.
 - v. One Senator of the UMGSA.
 - vi. The Executive at Large as a non-voting resource member.
 - vii. A minimum of four representatives of the UMGSA, with no fewer than one representative from each of the following disciplines:
 - 1. Humanities: i.e. History, English, Philosophy, French and Spanish, Religion, German, Icelandic, Near Eastern and Judaic Studies, Slavic Studies, Classics, etc.
 - 2. Social Sciences: i.e. Economics, Psychology, Sociology, Anthropology, Geography, Political Studies, etc.

3. Natural and Agricultural Sciences: i.e. Geological Sciences, Human Ecology, Mathematics, Statistics, Microbiology, Chemistry, Physics, Biological Sciences and Agriculture, etc.
 4. Professional Studies: i.e. Administrative Studies, Computer Science, Engineering, Education, Pharmacy, Architecture, Law, Medicine, Dentistry, Social Work, etc.
- b. Mandate
 - i. Oversee the disbursement of grants and donations for the UMGSA.
 - ii. Provide monthly reports to Council on the finances of the UMGSA, including spending and credit card reports.
 - iii. Make policy recommendations regarding the “Finance” section of this document and the design of all grant and donation application forms.
 - iv. Ensure that:
 1. All documents and forms published by the Committee are current to the upcoming granting year.
 2. No discrepancies exist between applications and their governing subsections within the “Finance” section of this document.
 - v. To review reports submitted by Executive members who coordinate UMGSA events using UMGSA funds.
 - c. Meetings
 - i. The Finance Committee will meet a minimum of once per month.
 - ii. The committee chair shall, by the end of each meeting, list on that meeting's attendance sheet those members of the committee that had sent regrets, as well as those that were absent without sending regrets.
 - d. Reporting and Authority
 - i. The Chairperson shall report to the Council at each scheduled monthly meeting to provide an update on Finance Committee activities.
8. Executive Review Committee
 - a. Membership
 - i. The President of the UMGSA as Chairperson.
 - ii. The Vice-President Finance and Administration of the UMGSA.
 - iii. One HSGSA designate.
 - iv. One Senator of the UMGSA.
 - v. The Executive-at-Large as a non-voting resource member.
 - vi. No fewer than six representatives of the UMGSA, with at least one representative from each the following disciplines:
 1. Humanities: i.e. History, English, Philosophy, French and Spanish, Religion, German, Icelandic, Near Eastern and Judaic Studies, Slavic Studies, Classics, etc.
 2. Social Sciences: i.e. Economics, Psychology, Sociology, Anthropology, Geography, Political Studies, etc.
 3. Natural and Agricultural Sciences: i.e. Geological Sciences, Human Ecology, Mathematics, Statistics, Microbiology, Chemistry, Physics, Biological Sciences and Agriculture, etc.
 4. Professional Studies: i.e. Administrative Studies, Computer Science, Engineering, Education, Architecture, Law, Medicine, Dentistry, Pharmacy, Social Work, etc.
 - b. Mandate
 - i. Address all matters requiring ethical consideration within the UMGSA.
 - ii. Review and provide Council with direction on any material or issue Council calls into question regarding conduct or policy.
 - iii. Oversee the UMGSA's continued development of, and adherence to, the UMGSA Award terms of reference in order to ensure the best distribution as more monies become available, with special consideration given to developing new award categories.

- iv. Form an Executive Review Subcommittee to perform the bi-annual review of the current Executive (see 8.e.i-xi).
- v. Hiring of UMGSA Employees
 - 1. The Executive Review Committee will conduct the hiring of the UMGSA employees.
 - 2. The President and Vice-President Finance and Administration of the UMGSA shall formalize employment postings and criteria for a position, with final approval given by the Executive Review Committee before being released.
 - 3. The President and Vice-President Finance and Administration of the UMGSA shall formalize the contract for UMGSA employees, with final approval given on the contract's terminology by the Executive Review Committee.
 - 4. The Executive Review Committee will require employees to sign a Confidentiality Agreement with the UMGSA due to the information a UMGSA employee will have access to.
 - 5. Any member of the Executive Review Committee who knows a possible contender for an employee position must declare a conflict of interest.
 - 6. Preference for UMGSA employee positions will be given to a University of Manitoba student who is a current Masters or Doctoral graduate student.
 - 7. The Executive Review Committee will be given the ability to review the work of the UMGSA employees rather than the UMGSA executive in order to avoid bias and possible conflict-of-interest.
 - 8. The Executive Review Committee must be considered in the termination of employees in order to provide security to employees who may report inappropriate behaviour from members of the UMGSA executive, council, and/or staff.
- c. Meetings
 - i. The Executive Review Committee shall meet in May to determine a meeting schedule for each academic term.
 - ii. The Committee shall meet at least twice per academic term.
 - iii. The Executive Review Committee shall determine its own meeting parameters and schedule.
 - iv. The committee chair shall, by the end of each meeting, list on that meeting's attendance sheet those members of the committee that had sent regrets, as well as those that were absent without sending regrets.
- d. Reporting and Authority
 - i. The Chairperson of the Executive Review Committee shall report to Council at each scheduled monthly meeting to provide an update on Committee activities.
- e. Executive Review Subcommittee
 - i. The Executive Review Committee shall meet in May to form the Executive Review Subcommittee.
 - ii. The Executive Review Subcommittee shall include only those six non-Executive members outlined in the membership section.
 - iii. The HSGSA designate should have no standing on either the Executive or the HSGSA Executive; that member is to be included in the Executive Review Subcommittee.
 - iv. The Chairperson of the Executive Review Subcommittee will be elected at the April Council meeting, to take office beginning in May.
 - v. The Executive Review Subcommittee shall perform three reviews of the Executive, with special regard to attendance and participation.
 - vi. The first review will cover from May 1 to August 31 and will be presented at the October Council meeting by the Chairperson of the Executive Review Subcommittee.
 - vii. The second review will cover from September 1 to November 30 and will be presented at the February Council meeting by the Chairperson of the Executive Review Subcommittee.

- viii. The third review will cover from December 1 to March 31 and will be presented at the April Council meeting by the Chairperson of the Executive Review Subcommittee.
- ix. The Executive Review Subcommittee will make recommendations to Council for the development and maintenance of the review process.
- x. The Chairperson of the Executive Review Committee will obtain all official UMGSA and HSGSA documents required for each review of the Executive directly from the Office Manager or Assistant. These documents will include, but are not limited to, all Executive and Council Meeting Minutes, all Council, Committee and Executive Attendance sheets, and all Council & Committee Meeting Agendas.
- xi. It is the responsibility of both the President of the UMGSA, as well as of the HSGSA President, to ensure that all official UMGSA and HSGSA documents required for each review of the Executive have been submitted to the Office Manager or Assistant before the beginning of each review.
- xii. The Chairperson of the Executive Review Committee will obtain all Executive Self & Peer Review Forms from the Executives directly, to maintain confidentiality.

Article VIII: Ad-Hoc Committees

1. Council may call for an Ad-Hoc Committee through a regular motion of council with a simple majority.
 - a. When Council calls for an Ad-Hoc Committee, Council must declare:
 - i. committee composition
 - ii. mandate,
 - iii. meeting frequency
 - iv. reporting and authority
2. Selection Committee
 - a. Membership
 - i. The President of the UMGSA as Chairperson.
 - ii. The Vice-President Finance and Administration of the UMGSA.
 - iii. One HSGSA designate.
 - iv. One Senator of the UMGSA.
 - v. Three representatives of the UMGSA.
 - b. Mandate
 - i. A Selection Committee shall be struck by Council when there is to be a decision made as to the hiring or appointment of UMGSA employees.
 - ii. The Selection Committee shall hire UMGSA employees except those otherwise specified in the Bylaws.
 - iii. Subsequent mandates as per the intentions of Council shall be determined when the Selection Committee is struck.
 - iv. The Selection Committee shall be dissolved by Council subsequent to the execution of their duties.
 - c. Meetings
 - i. The Selections Committee shall meet as required for the hiring of UMGSA employees. The committee chair shall, by the end of each meeting, list on that meeting's attendance sheet those members of the committee that had sent regrets, as well as those that were absent without sending regrets
 - d. Reporting and Authority
 - i. The Chairperson of the Selection Committee shall submit the Selection Committee's final decision to Council for approval at the first meeting of Council subsequent to the Selection Committee's final decision.
 - ii. The Chairperson of the Selection Committee shall submit a report on the progress of the Selection Committee to Council only in the event that the Selection Committee requires an amendment or dissolution of a Council mandate in order to successfully execute the duties of the Selection Committee, or should the mandate from Council require such report(s) of progress.

Article IX: External Committees

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

1. Graduate Studies Faculty Council
 - a. Membership
 - i. Fourteen members of the UMGSA to include:
 1. The UMGSA President as an ex-officio member;
 2. The UMGSA Vice-President Academic as an ex-officio member;
 3. One UMGSA Council representative;
 4. One non-Council representative of the UMGSA;
 5. Two representatives of the UMGSA from Humanities departments;
 6. Two representatives of the UMGSA from Social Science departments;
 7. Two representatives of the UMGSA from Health Sciences departments;
 8. Two representatives of the UMGSA from Agricultural Science departments;
 9. Two representatives of the UMGSA from Natural Science departments.
 - b. Mandate
 - i. The UMGSA President is to forward the names of the fourteen members of the UMGSA selected to sit on the Graduate Studies Faculty Council to the Faculty of Graduate Studies by July 1.
 - ii. The Graduate Studies Faculty Council will vote to authorize the Dean of Graduate Studies to fill vacant member positions at the first meeting subsequent to that date.
 - iii. Each representative shall be elected for a term of one year.
 - iv. No representative shall be elected for more than two consecutive terms.
 - v. Members of the Graduate Studies Faculty Council shall be entitled to attend all general meetings of the Faculty of Graduate Studies and have full rights of participation therein.
2. Faculty of Graduate Studies Executive Committee
 - a. Membership
 - i. The UMGSA President as an ex-officio member.
 - ii. The UMGSA Vice-President Academic as an ex-officio member.
 - iii. One member of the UMGSA selected from the membership of the Faculty of Graduate Studies Council.
 - b. Mandate
 - i. The UMGSA President is to forward the names of the three members of the UMGSA selected to sit on the Faculty of Graduate Studies Executive Committee to the Faculty of Graduate Studies by July 1.
 - ii. The Faculty of Graduate Studies Council will vote to authorize the Dean of Graduate Studies to fill vacant member position at the first meeting subsequent to that date.
 - iii. Each representative shall be elected for a term of one year.
3. Faculty of Graduate Studies Appeals Committee
 - a. Membership
 - i. Four members of the UMGSA as full members of the Faculty of Graduate Studies Appeals Committee.
 - ii. Four members of the UMGSA as alternate members for the Faculty of Graduate Studies Appeals Committee.
 - b. Mandate
 - i. The UMGSA President is to forward the names of the four members of the UMGSA selected to sit on and the four alternates for those members to the Faculty of Graduate Studies Appeals Committee to the Faculty of Graduate Studies by July 1.
 - ii. The Faculty of Graduate Studies Council will vote to authorize the Dean of Graduate Studies to fill vacant member position at the first meeting subsequent to that date.
 - iii. Each representative shall be elected for a term of one-year term.

- iv. The Vice-President Academic is not eligible for the Faculty of Graduate Studies Appeals Committee.
 - v. No department is to have more than one representative as either a member on or alternate member for the Faculty of Graduate Studies Appeals Committee.
- 4. Faculty of Graduate Studies Awards Committee
 - a. Membership
 - i. The UMGSA Vice-President Academic.
 - ii. One representative of the UMGSA from a Social Science or Humanities department.
 - iii. One representative of the UMGSA from a Natural Science or Engineering department.
 - b. Mandate
 - i. The UMGSA President is to forward the names of the three members of the UMGSA selected to sit on the Faculty of Graduate Studies Appeals Committee to the Faculty of Graduate Studies by July 1.
 - ii. The Faculty of Graduate Studies Council will vote to authorize the Dean of Graduate Studies to fill vacant member position at the first meeting subsequent to that date.
 - iii. Each representative shall be elected for a term of one-year term.
- 5. Faculty of Graduate Studies Guidelines and Policy Committee
 - a. Membership
 - i. One representative of the UMGSA.
 - b. Mandate
 - i. The UMGSA President is to forward the name the member of the UMGSA selected to sit on the Faculty of Graduate Studies Guidelines and Policy Committee to the Faculty of Graduate Studies by July 1.
 - ii. The Faculty of Graduate Studies Council will vote to authorize the Dean of Graduate Studies to fill vacant member position at the first meeting subsequent to that date.
 - iii. Each representative shall be elected for a term of one year.
- 6. Faculty of Graduate Studies Programs and Planning Committee
 - a. Membership
 - i. One representative of the UMGSA.
 - b. Mandate
 - i. The UMGSA President is to forward the name of the member of the UMGSA selected to sit on the Faculty of Graduate Studies Programs and Planning Committee to the Faculty of Graduate Studies by July 1.
 - ii. The Faculty of Graduate Studies Council will vote to authorize the Dean of Graduate Studies to fill vacant member position at the first meeting subsequent to that date.
 - iii. Each representative shall be elected for a term of one-year term.
- 7. Senate
 - a. Membership
 - i. Three UMGSA Senators as voting members of Senate.
 - ii. The UMGSA President, or designate, as an ex-officio assessor to Senate.
 - b. Mandate
 - i. In the event that a designate is selected, that designate shall be the UMGSA Vice-President Academic.
 - ii. The UMGSA President shall forward the names of the members of the UMGSA selected to serve on Senate to the Office of the University President in April.
- 8. Senate Executive Committee
 - a. Membership
 - i. The UMGSA President, or designate, as an ex-officio assessor to Senate.
 - b. Mandate
 - i. In the event that a designate is selected, that designate shall be the UMGSA Vice-President Academic.
 - ii. The UMGSA President shall forward the name of the member of the UMGSA selected to serve on Senate Executive Committee to the Office of the University President in April.
- 9. Senate Committee on Academic Computing
 - a. Membership

- i. Two representatives of the UMGSA.
 - b. Mandate
 - i. The UMGSA President shall forward the names of the members of the Senate Committee on Academic Computing to the Student Nominating Committee in September.
 - ii. Each representative shall have the option of serving a two-year term.
- 10. Senate Committee on Animal Care
 - a. Membership
 - i. One representative of the UMGSA.
 - b. Mandate
 - i. The UMGSA President shall forward the name of the member of the Senate Committee on Animal Care to the Student Nominating Committee in September.
 - ii. The representative shall have the option of serving a two-year term.
- 11. Senate Committee on the Ethics of Research Involving Human Subjects
 - a. Membership
 - i. One representative of the UMGSA.
 - b. Mandate
 - i. The UMGSA President shall forward the name of the member of the Senate Committee on the Ethics of Research Involving Human Subjects to the Student Nominating Committee in September.
 - ii. The representative shall have the option of serving a two-year term.
- 12. Senate Committee on Instruction and Evaluation
 - a. Membership
 - i. The UMGSA Vice-President Academic.
 - ii. Up to three additional members of the UMGSA.
 - b. Mandate
 - i. UMSU and the UMGSA share four seats on the Senate Committee on Instruction and Evaluation, of which a minimum of one is mandated to the UMGSA.
 - ii. The UMGSA President shall forward the name(s) of the member(s) of the Senate Committee on Instruction and Evaluation to the Student Nominating Committee in September.
 - iii. The representative(s) shall have the option of serving a two-year term.
- 13. Senate Committee on Libraries
 - a. Membership
 - i. One member of the UMGSA from a Social Science or Humanities department.
 - ii. One member of the UMGSA from a Natural Science department.
 - b. Mandate
 - i. One of the two above representatives shall be a UMGSA Senator.
 - ii. The UMGSA President shall forward the names of the members of the Senate Committee on Libraries to the Student Nominating Committee in September.
 - iii. Each representative shall have the option of serving a two-year term.
- 14. Senate Planning and Priorities Committee
 - a. Membership
 - i. The UMGSA President, or designate.
 - b. Mandate
 - i. In the event that a designate is selected, that designate shall be a UMGSA Senator.
 - ii. The UMGSA President shall forward the name of the member of the Senate Planning and Priorities Committee to the Student Nominating Committee in September.
- 15. Senate Committee on University Research
 - a. Membership
 - i. One member of the UMGSA from a Social Science or Humanities department.
 - ii. One member of the UMGSA from a Natural Science department.
 - b. Mandate
 - i. One of the two above representatives shall be the UMGSA Vice-President Academic.

- ii. The UMGSA President shall forward the names of the members of the Senate Committee on University Research to the Student Nominating Committee in September.
- 16. Joint Senate Committee on Master's Programs
 - a. Membership
 - i. One representative of the UMGSA enrolled in a Joint Master's Program between the University of Manitoba and the University of Winnipeg.
 - b. Mandate
 - i. The UMGSA President shall forward the name of the member of the Joint Senates Committee on Master's Programs to the Student Nominating Committee in September.
 - ii. The representative shall have the option of serving a two-year term.
- 17. Budget Advisory Committee
 - a. Membership
 - i. The UMGSA President as an ex-officio member.
 - b. Mandate
 - i. There is no mandate at this time.
- 18. Student Senate Caucus
 - a. Membership
 - i. The Student Senate Caucus shall be composed of:
 - a. The UMGSA Vice-President Academic, as Co-Chairperson;
 - b. The UMSU Vice-President Advocacy, as Co-Chairperson;
 - c. The UMGSA President;
 - d. The UMSU President;
 - e. All undergraduate and graduate student members of the University of Manitoba Senate, the University Discipline Committee, and all Senate Committees.
 - b. Mandate
 - i. The mandate of the Student Senate Caucus shall be to provide an open forum for student senators to discuss the affairs of Senate and the Committees of Senate, facilitate the development of questions to be brought forward to Senate, and nominate members to the standing committees of Senate. The mandate of the Student Senate Caucus shall also be to provide a coordinated effort for advocacy efforts and student representation on campus through regular meetings, discussions, and leadership.
 - ii. The Student Senate Caucus shall determine the priorities and coordinate the activities of undergraduate and graduate student members of the following bodies:
 - a. The University of Manitoba Senate.
 - b. The University Discipline Committee;
 - c. All University of Manitoba Senate Committees
 - iii. The Student Senate Caucus shall strive to keep students informed of important policy updates through means they determine to be most fitting.
 - c. Meetings
 - i. The meetings of the Student Senate Caucus should occur before every meeting of the University of Manitoba Senate.
 - d. Reporting and Authority
 - i. Reports shall be given from all bodies of student representation at Student Senate Caucus meetings to update individuals on current progress of objectives, new information presented, and any other pertinent information.
 - ii. When appropriate, the UMGSA Vice-President Academic and/or the UMSU Vice-President Advocacy will present motions and/or policies proposed by the Student Senate Caucus to the University of Manitoba Senate, to the UMGSA Council, to the UMSU Board of Directors, and/or to any relevant committees related to any of these groups.
 - iii. No action of the Student Senate Caucus is binding upon the Executives or the Council of the UMGSA, nor upon the Executives or the Board of UMSU.

FINANCE

Article X: Budget Guidelines

1. The budget of the UMGSA must be presented to and approved by Council prior to May 31st of each year. The Executive will prepare the budget and provide it for review two weeks prior to the May Council meeting.
 - a. Every month, the Executive must provide detailed spending reports to the Finance Committee. Finance will then provide a summary report of all UMGSA expenses and income at the Council meeting.
 - b. Any documents provided to the Finance Committee may be requested by Council.
 - c. All expenditures and reimbursements must be claimed within one month of the expense, and settled within one month of the claim.
2. Amendment Procedures: Any adjustments to budget lines or future expenditures must be approved by Council with a two-thirds majority.

Article XI: Honoraria

1. The per-annum honorarium amount of UMGSA Executive members shall be as follows:
 - a. President \$15,500.00 CAD
 - b. Vice-President Finance and Administration \$12,000.00
 - c. Vice-President Services and Support \$12,000.00
 - d. Vice-President Academic \$12,000.00
 - e. Senators \$4,200.00 CAD each
 - f. Executive-At-Large \$9,300.00 CAD
2. HSGSA Honoraria shall be paid through the UMGSA 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 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.

Article XII: Grants and Awards

I. Conference Grants

The UMGSA, through the Finance Committee, will make funds available to University of Manitoba graduate students wishing to attend or present at conferences who do not have adequate resources to do so. Conferences must advance the student's course of study. Applications will be accepted throughout the year and processed by the Finance Committee on a monthly basis. Except in extenuating circumstances, the Finance Committee decisions can be appealed to a maximum of two times. The resolution of any unresolved appeals that remain at the end of an Executive term will become the responsibility of the new Executive.

1. General Regulations:

- a. Applicants must use the UMGSA Conference Grant Application form, including a completed budget section listing all sources of funding and permitted expenses. In order to receive funding from the UMGSA, the applicant's total costs must exceed or meet the amount of the grant applied for. Applications for Conference Grants must be complete or they will not be considered.
- b. Applicants are required to provide a copy of their official conference registration or equivalent correspondence. They must also provide a copy of their conference ID badge, as well as boarding passes or tickets for inter-city transportation, as proof of attendance.
- c. In order to qualify as a presenter, the applicant's presentation has to be listed on the official program. A copy of the front page of the conference program, as well as the page where the presentation is listed, must both be submitted. Equivalent correspondence is also acceptable.
- d. Applicants may only claim daily expenses for the official days of the conference, as well as two travel days for conferences outside of the applicant's city of residence. Applicants will automatically be entitled to claim \$65 per day for each of these eligible days. These per diems cover food and in-city travel costs, as well as other incidental costs at the discretion of the applicant. No receipts in support of per diems will be required.
- e. Permitted expenses which can be claimed are limited to the following:
 - i. \$65 per diems, for food, in-city travel costs, and incidental costs.
 - ii. The cost of inter-city travel from the applicant's city of residence to and from the city where the conference is taking place. The costs of economy air, train, or bus travel are permitted, including any associated fees. If driving, only \$0.43/km may be claimed to cover all related expenses including gas, and only the round-trip minimum driving distance between the applicant's home and the address of the conference venue may be claimed for travel mileage to and from the conference city. Rental car expenses will only be permitted if the applicant provides evidence that economy air, train, and bus fares would all be more expensive.
 - iii. Conference registration costs, including any related professional association fees, and any fees for conference-linked extras including technical tours, additional sessions, etc.
 - iv. Printing costs for any posters or other materials in support of a presentation at a conference.
 - v. Fees to obtain a travel visa to attend or present at a conference.
 - vi. Travel Insurance for travel to a conference.
- f. Applicants must provide conversions to Canadian Dollars, and proof of exchange rates from the Bank of Canada for either the date of purchase or the date of the conference, for all expenses being claimed in foreign funds.
- g. Applicants are required to provide a basic translation into English of any foreign language receipts, making clear what the expense is, and any breakdowns of the parts of that expense if present.
- h. The maximum amounts available will be as follows:
 - i. \$750.00 for those giving presentations at conferences outside of Canada and the 48 conterminous states of the USA
 - ii. \$600.00 for those attending conferences outside of Canada and the 48 conterminous states of the USA
 - iii. \$500.00 for those giving presentations within Canada or the 48 conterminous states of the USA
 - iv. \$400.00 for those attending conferences within Canada or the 48 conterminous states of the USA
 - v. \$200.00 for those giving presentations in their province of residence
 - vi. \$150.00 for those attending conferences in their province of residence
 - vii. \$100.00 for those giving presentations in their city of residence
 - viii. \$75.00 for those attending conferences in their city of residence
- i. No Applicant may receive Conference Grants totalling in excess of \$750.00 from April 18 of one year to April 17 of the following year. Multiple applications from one member could be successful, but the total amount cannot exceed \$750.00 within that period of a year.

- j. All Conference Grants submitted between April 18 to April 30 will be included in the following fiscal year (May 1 to April 30).
 - k. The Finance Committee reserves the right to investigate and verify information provided by applicants. This shall be noted on application forms in advance of the space reserved for an applicant's signature.
 - l. Complete applications must be received by the UMGSA Office no later than exactly four months after the final official day of the conference.
 - m. The applicant must declare their city of residence as a part of their application.
 - n. Attendance and presentation at web conferences will be treated as conferences in the applicant's city of residence.
 - o. UMGSA funding for Conference Grants will only be awarded to a University of Manitoba Graduate Student. Financial costs for friends and/or family who accompany the applicant to a conference will not be covered by the UMGSA.
2. Conference Grant Applications may only be submitted by the attending or presenting student at an academic conference, symposium, workshop, or similar event. Applications will not be accepted if the presentation or attendance is part of a job interview process.
 3. All expense claims, other than per diems, must be accompanied by the relevant receipts. Expenses for which a receipt has been lost or misplaced will be reimbursed at the discretion of the UMGSA Finance Committee.
 4. Applicants must declare all funding sources and amounts which have been or will be provided in support of their presentation or attendance at the conference.
 5. If sharing any expenses with another person, the names of all those sharing particular expenses must be listed clearly on the application. If sharing any expenses with another UMGSA Member who is also applying, the applications must be submitted together.

II. Special Project Grants

1. The UMGSA makes funds available for special projects, events or items, which could potentially benefit the graduate student population at the University of Manitoba. By way of example, past projects that received grants in this category include guest speakers, professional development workshops and graduate publications. Special Projects Grants cannot be used for:
 - a. Socials
 - b. Department publicity brochures
 - c. Personal Funding for graduate students
 - d. Travel to events
 - e. Membership dues
2. Applications will be accepted throughout the year by the Finance Committee of the UMGSA and be reviewed as follows:
 - a. Applications must be received no later than one (1) week prior to the Finance Committee Meeting.
 - b. The Finance Committee will bring forth their recommendations on Special Project Grants to the monthly UMGSA Council meeting, where Council can debate and ask for more detail on the decisions made by the Finance Committee.
 - c. In situations where the Finance Committee lacks quorum, the Special Projects Grants will be put forth to Council at the next scheduled UMGSA Council Meeting.
 - d. All applications must be received within four (4) months of the special project event.
3. All proposals for individual, organization or department grants shall be considered by the Finance Committee if they meet the requirements outlined here and on the Special Project Grants Form (Appendix B). The Committee has the authority to debate each submission and vote on acceptance. Committee members must abstain from voting on grant requests sponsored by themselves or a unit to which they are affiliated. Any application that does not comply with the rules outlined in the Financial Policy Manual will be rejected, with opportunity given to resubmit a compliant application to the Finance Committee.
 - a. Special Project Grants of \$250.00 or less must submit all documents but will not be required to present to the Finance Committee.

- b. Recommendation for grants greater than \$250.00 will require the applicant to present to the Finance Committee. Council has the authority to debate each submission and vote on acceptance. Presenters will be recommended to attend the following Council meeting to answer additional questions if required.
4. General Regulations:
- a. Applications for grants must be complete or they will not be considered.
 - b. All applications must include a budget that outlines all other sources of revenue and estimated expenses.
 - c. Priority will be given to applications that will benefit the largest number of graduate students. Special consideration will be given to projects of extraordinary merit, to be evaluated by the Finance Committee.
 - d. Recipients are required to provide a final budget within one month of the completion date stated in the application.
 - e. Grants will not cover services already provided at the University.
 - f. The maximum amount obtainable for any project is \$500.00.
 - g. Grants may not be used for University departmental operating expenses. The cheques can only be issued directly to a University UMGSA-departmental bank account or a graduate student affiliated group bank account.
 - h. All individuals, organizations or departments receiving funds must acknowledge that they received funding from the UMGSA in any publications, broadcasts or advertisements arising from that grant.
 - i. Recipients of special project grants are required to send a brief report of the event to the Vice-President Finance and Administration within one (1) month of the event, to be included in the Vice-President Finance and Administration's next report to Council.
 - j. The UMGSA will not use student funds for donations to external organizations but will help facilitate requests for fundraising.
 - k. In unique situations, such as the death of a UMGSA student, the UMGSA Executive may decide on a donation, of no more than \$250.00 CAD, on behalf of the UMGSA. Donations of up to a maximum of \$500 may be recommended to Council for approval.

III. Departmental Grants

1. Every departmental graduate students' association, which is represented on UMGSA Council is eligible to apply for a Departmental Grant.
2. Completed Departmental Grant applications (Form 004) must be submitted to the UMGSA office no later than 4:00 pm on the following dates: November 1st to receive the December disbursement and April 1st to receive the April disbursement. Late applicants shall be penalized according to the following guideline:
 - a. Applications one working day late shall be penalized 5%.
 - b. Applications greater than one working day late, but less than five working days late, shall be penalized 10%.
 - c. Applications greater than 5 working days late, but less than one full month late, shall be penalized 25%.
 - d. Applications greater than one full month late shall not be considered.
3. Completed application forms must include the following:
 - a. The departmental association's name as it appears on bank account records.
 - b. The name and address of the bank as it appears on bank account records.
 - c. The account number as it appears on bank account records.
 - d. The names of two officers with signing authority and the signature of the UMGSA departmental representative.
 - e. To qualify for the April disbursement, the departmental representative shall submit the following:
 - i. A report of expenditures and revenue up to March 1st of that fiscal year.
 - ii. A brief annual report of the association's events, activities and other business up to March 1st of that fiscal year.
4. The Departmental Grant is calculated as follows for all departments:

- a. \$20.00 per academic year for every graduate student paying student organization dues to the UMGSA and belonging to their departmental or program-based association.
 - b. Fifty percent of the calculated Departmental Grant will be disbursed in December, with the remainder to be disbursed in April.
5. Enrollment statistics provided by the Faculty of Graduate Studies are used to determine the number of graduate students in each department. Enrollment figures as of September 30th will be used to calculate a projected fiscal enrollment. January 31st figures will be used as the actual enrollment for the fiscal year.
6. To be eligible to receive a Departmental Grant, a Department's Representative must meet the following requirements:
 - a. The UMGSA departmental representative, or designated proxy, must attend at least three (3) of the five (5) UMGSA Council Meetings held from May to November inclusive, in order to qualify for the December disbursement. For each additional council meeting missed, a 25% penalty shall be assessed.
 - b. The UMGSA departmental representative, or designated proxy, must attend at least two (2) of the three (3) UMGSA Council Meetings held from December to March inclusive, in order to qualify for the April disbursement. For each additional council meeting missed, a 25% penalty shall be assessed.
 - c. The departmental representative, or designated proxy, must be a member of a standing committee of the UMGSA and attend at least two-thirds (2/3) of the committee's meetings. In the absence of two-thirds (2/3) attendance, the chair of the committee may recommend to consider committee obligations complete if the departmental representative, or proxy, has shown a dedication to the work of the committee. A 25% penalty shall be assessed for failing to meet the committee requirements.
7. Attendance is determined by signature on the attendance sheet available at every Council or General Meeting. The departmental representative, or designated proxy, must sign the attendance sheet to be eligible for a Departmental Grant.
 - a. In the event of additional meetings (e.g., Annual General Meeting, Special General Meetings, Council Retreat) the ratio will be adjusted accordingly.
 - b. Attendance in a meeting is defined as being a minimum presence of 60% of the meeting time.
 - c. In the event of repeated late attendance and/or early departures from meetings, penalties will be assessed on a case-by-case basis by the Vice-President Finance and Administration.

IV. Awards

I. Graduate Teaching Award

1. The purpose of the award is to recognize those individuals who have made, in the estimate of their graduate students, a significant contribution to the teaching profession and graduate community.
2. Eligibility
 - a. Any member's thesis advisor, seminar or course instructor, or professor with whom the member has conducted research is eligible if:
 - b. The nominee is teaching or has taught a graduate level course during the current academic term.
 - c. The nominee is not a registered student in the Faculty of Graduate Studies.
3. The award will include a cash prize of two hundred and fifty dollars (\$250.00 CAD), to be equally matched by the Faculty of Graduate Studies for a total of five hundred dollars (\$500.00 CAD), and a scroll given at Fall Convocation during the following academic year to commemorate the honour.
4. The Awards Committee will consider individuals who display a dedication to knowledge and sensitivity to their graduate students and the graduate student community.
5. Assessment
 - a. In order to properly assess the impact of the nominee, the Awards Committee requires that the nominating member provide the following:
 - b. One (1) completed Graduate Teaching Award Form (Parts I & II).
 - c. One (1) curriculum vitae that includes a selected list of graduate courses taught, a selected list of graduate students advised, and a selected list of graduate advisory committees.
 - d. Two (2) letters of recommendation from current or former graduate students.
 - e. Assessment will be undertaken by the UMGSA Awards Committee.

6. Once an application has been successfully received by the UMGSA Vice-President Academic, all materials contained therein will be property of the UMGSA's Awards Committee until two (2) months after the close of the competition, at which point all materials will be destroyed.
7. The Vice-President Academic will notify all candidates of the results within five (5) working days of the final confirmation provided by the Financial Aid and Awards Office.
8. Presentation
 - a. The UMGSA shall host an Awards Luncheon where the monetary portion of the award will be presented.
 - b. A scroll shall be given at the Fall Convocation of the following academic year.

II. Graduate Student Awards

1. The UMGSA confers peer-to-peer recognition of members who are currently not recognized by the University of Manitoba Graduate Fellowship or any national awards or granting bodies, including but not limited to:
 - a. The Natural Sciences and Engineering Research Council (NSERC)
 - b. The Social Sciences and Humanities Research Council (SSHRC)
 - c. The Canadian Institutes of Health Research (CIHR)
 - d. The Manitoba Health Research Council (MHRC)
 - e. The Manitoba Graduate Scholarship (MGS)
2. The awards are designed to recognize the important contributions graduate students make to society through scholarship and community involvement.
3. The awards have been made possible by the generous contribution of Dr. James Burns, a levy applied to all graduate students approved through a UMGSA referendum, and a contribution made by the Manitoba Scholarship and Bursary Initiative.
4. Recipients must be registered in the academic session for which the awards are tenable in order to accept the award.
5. Recipients must further meet the individual award criteria for the award applied for.
6. Master's Award
 - a. Three (3) awards valued at \$11,000 CAD, \$8,000 CAD, and \$6,000 CAD will be offered for each of the first, second, and third place selected award winners who:
 - i. Are enrolled full-time in the Faculty of Graduate Studies at the University of Manitoba in a Master's (not pre-Master's) program; and
 - ii. Will be registered as full-time Master's students for the academic year it is proposed for; and
 - iii. Have a minimum GPA of 3.5 based on credit hours completed at the University of Manitoba; and
 - iv. Do not hold any major fellowships [including, but not limited to, NSERC, SSHRC, CIHR, MHRC, MGS, UMGF]; and
 - v. Have contributed to society through scholarship and community involvement.
7. Doctoral Award
 - a. Two (2) awards valued at \$13,000 CAD and \$9,000 CAD will be offered for each of the first and second place selected award winners who:
 - i. Are enrolled full-time in the Faculty of Graduate Studies at the University of Manitoba in a Doctoral program; and
 - ii. Will be registered as full-time Doctoral students for the academic year it is proposed for; and
 - iii. Have a minimum GPA of 3.5 based on credit hours completed at the University of Manitoba; and
 - iv. Do not hold any major fellowships [including, but not limited to, NSERC, SSHRC, CIHR, MHRC, MGS, UMGF]; and
 - v. Have contributed to society through scholarship and community involvement.
 - b. Master's students who are entering a Doctoral program will be eligible pending acceptance to the program.
8. Part-Time Award
 - a. One (1) award valued at \$3,000 CAD will be offered to the selected award winner who:
 - i. Is enrolled part-time in the Faculty of Graduate Studies at the University of Manitoba in either a Master's (not pre-Master's) or Doctoral program; and
 - ii. Will be registered as a part-time Master's (not pre-Master's) or Doctoral student for the academic year it is proposed for; and

- iii. Has a minimum GPA of 3.5 based on credit hours completed at the University of Manitoba; and
 - iv. Does not hold any major fellowships [including, but not limited to, NSERC, SSHRC, CIHR, MHRC, UMGF]; and
 - v. Has contributed to society through scholarship and community involvement.
9. Assessment
- a. In order to properly assess the impact of the applicant, the UMGSA requires that the applying member provide the following by May 25th (If May 25th falls on a weekend or holiday, the application deadline is automatically extended to the next business day):
 - i. One (1) completed Graduate Student Award Form that includes a Statement of Intent that demonstrates how, through dedication to scholarship and community, the student has bridged academic theory and social practice in order to better serve the local, national, and/or international community.
 - ii. One (1) curriculum vitae that outlines academic, employment and community service.
 - iii. One (1) letter of recommendation from the student's advisor or supervisor.
 - iv. One (1) letter of recommendation from a person of the student's choosing who can speak to their community involvement.
 - b. Assessment will be undertaken by the Awards Committee.
10. Once an application has been successfully received by the UMGSA Vice-President Academic, all materials contained therein will be property of the UMGSA Awards Committee until two (2) months after the close of the competition, at which point all materials will be destroyed.
11. The Vice-President Academic will notify all applicants of the results within five (5) working days of the final confirmation provided by the Financial Aid and Awards Office.
12. The UMGSA shall host an Awards Luncheon where the successful applicants for the upcoming academic term will be recognized. The UMGSA invites UMGSA Award winners to present the developments in their research at the Awards Luncheon.

III. Emergency Grant

1. The UMGSA annually provides an Emergency Grants budget line for students who require assistance through its Emergency Grants ("Grants") Program.
2. The Faculty of Graduate Studies (FGS) will administer the Grants program on behalf of the UMGSA.
3. Emergency grants are available only to Graduate students currently registered in both their home faculties and in FGS.
4. Applicants will be awarded no more than \$200 within an academic year or the amount requested, whichever is lower.
5. Successful recipients will be contacted within 5-7 days by the UMGSA.
6. Grant applicants should complete the UMGSA Emergency Assistance Grant Application Forms administered at the UM Food Bank.
7. This policy will be reviewed annually or as required by the Bylaws committee.
8. A memorandum of understanding (MOU) will be entered between UMGSA and FGS to guide the implementation of this policy.
9. FGS and UMGSA will update its Graduate Financial Support web pages with information about this joint initiative.
10. The MOU can be reviewed by either parties annually or as needed.

Article XIII: HSGSA Finances and Transfers

1. All HSGSA honoraria are paid through the UMGSA, as outlined in Article VI of the Bylaws.
2. The HSGSA shall receive thirty percent (30%) of the UMGSA 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)x(F)x(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 amount, then a joint meeting of the UMGSA/HSGSA Bylaws committees will take place at least one month prior to a UMGSA General Meeting.

3. All departments under the purview of the HSGSA must submit applications to the HSGSA for Departmental Grants.
 - a. All HSGSA departments are subject to the same guidelines and expectations outlined in the "Finance" section of this document.
 - i. All HSGSA Departments can fulfill their Council and Committee requirements through attendance at and participation on HSGSA Council and Committees.
 - b. The HSGSA shall evaluate the applications and HSGSA Council shall have the right of approval for all HSGSA Departmental Grant applications.
 - c. Once approved by the HSGSA, the list of successful applicants will be presented to the UMGSA Council for concurrence without debate.
 - d. All approved Departmental Grants will be dispersed through the UMGSA Office.

Article XIV: Funds and Reserves

I. Retained Earnings Fund

1. The UMGSA shall establish and maintain a Retained Earnings Fund. The Fund shall be used to ensure the continued operation of the UMGSA during periods of financial hardship. The UMGSA shall borrow from the Retained Earnings Fund as necessary for approved budgeted purposes, but shall repay such funds when financially viable.
2. The Retained Earnings Fund need not be an established fund outside of the UMGSA's regular checking account. However, when financially viable the UMGSA may choose to invest the retained earnings fund in secured, short-term investments (one year or less). However, the first \$50,000 of the fund must remain liquid at all times, with each additional \$50,000 investment, or portion thereof, mature every three months.
3. The UMGSA shall budget a minimum of 2% of its annual budget for the Retained Earnings Fund. In addition, the UMGSA shall add all annual budget surpluses to the Fund.
4. The retained earnings fund shall be carried over from year to year, but not counted as part of a general surplus or deficit of the UMGSA in the year-end financial statement.
5. The Retained Earnings Fund shall be reported separately from the budget as an appendix.
6. The Retained Earnings Fund must be reviewed when the annual budget is debated and amended.
7. The Retained Earnings Fund shall be administered by the Finance Committee.
8. The UMGSA may, on approval from Council, add non-budgeted income to the retained earnings fund.
9. The Retained Earnings Fund is not to exceed the largest annual budget recorded in the previous five fiscal years.
10. Any use of the Retained Earnings Fund for non-budgeted expenses shall be presented to Council, and can only be approved with a two-thirds majority.

II. Capital Fund

1. The annual financial contribution of each UMGSA council shall be 2.5% of the annual budget per year to the Office Equipment Reserve Fund.
2. The Capital Fund shall be maintained as part of the general operations bank account of the UMGSA.
3. The Capital Fund shall be carried over from year to year, but not counted as part of a general surplus or deficit of the UMGSA in the year-end financial statement.
4. The Capital Fund shall be reported separately from the budget as an appendix.
5. The Capital Fund must be reviewed when the annual budget is debated and amended.
6. The Capital Fund shall be administered by the Finance Committee.
7. The Capital Fund is to be used for, but not limited to:
 - a. Office furniture for the main UMGSA office
 - b. Office computers, printers, faxes for the UMGSA office.
 - c. Capital Projects
8. The Capital Fund is not to be used for:
 - a. General revenue of the UMGSA
 - b. Office supplies (paper, ink, staples, paint, etc.)
 - c. Personal use

III. External Relations Fund

1. 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 the courts, whichever is sooner.
2. 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.

Article XV: Audits and Transparency

1. Audit
 - a. The audit will be undertaken on an annual basis by an external accounting body, which will be chosen at the preceding AGM. The annual audit will be of the University of Manitoba Graduate Students' Association and the Health Science Graduate Students' Association as a single financial body.
 - b. The Finance Committee and Executive Committee will provide all information requested by the auditing body, and will receive any and all feedback on behalf of the UMGSA.
 - c. All HSGSA documents will be provided by the HSGSA Executive.
 - d. The Finance Committee is responsible for summarizing and presenting audit information at the following AGM.
 - e. All audit documents are available for examination by any member of the UMGSA.
 - f. All monthly financial documents, both those submitted to the Finance Committee and those submitted to Council, are a matter of public record and can be requested by any member of the UMGSA.
2. Credit Card, Reimbursements and Signatory Restrictions
 - a. Only the President, Vice-President Finance and Administration, Vice-President Services and Support, and the Vice-President Academic shall have signing authority.
 - b. All purchases must have their accompanying receipts and must be submitted to the Office Manager within ten (10) working days of the date issued.
 - c. The UMGSA shall withhold itself from the practice of using, or implementing, credit cards in its name, an employee's name, or an Executive members' name, in order to prevent concerns of misuse and to keep transparency at its utmost level.
 - d. UMGSA Executives, Council members, and employees use their own personal electronic devices or other items in the course of their work for the UMGSA at their own discretion; accordingly, they are not permitted to seek reimbursement from the UMGSA for any costs relating to the personal items used, including but not limited to personal computers, laptops, data storage devices, and mobile devices.
 - e. The UMGSA will not re-issue stale-dated cheques.

Article XVI: UMGSA-Sponsored Travel

1. General Regulations:
 - a. Executive members who are travelling between Fort Garry and Bannatyne Campus, as well as between UMGSA offices to external meetings may claim reimbursement for travel costs, including mileage and parking. Costs will not be reimbursed if the Executive member is traveling from home to the University of Manitoba campus and its affiliate campuses.
 - b. The UMGSA on occasion may send delegates to related conferences including conferences held on student leadership and student government.

- c. Delegates of these conferences that are representatives of the UMGSA are required to sign a letter of agreement drafted by the Executive committee prior to travel.
- d. All delegates are expected to follow any established UMGSA Code of Conduct or Code of Ethics while attending a sponsored conference.
- e. Delegates will first be selected from Executive and staff members, followed by council and committee members, and finally members of the UMGSA.
- f. The number of delegates at any conference will be determined by the funding available for external conferences and professional development in the budget.
- g. Delegates attending these UMGSA-sponsored conferences are required to attend at least 80% of the conference proceedings. Those failing to attend the minimum must provide a written report to council explaining their absence.
- h. If food is provided at the conference, then UMGSA delegates will not be reimbursed for additional food or beverages. If the delegate has missed a meal due to conference activities, as in travel, or has dietary restrictions not met by the provided food, then the delegate may claim receipts for those meals, up to \$40 per diem.
- i. Delegates are not permitted to claim any expenses that are not required for attending the conference, including but not limited to, personal taxis, car rentals, and bus fare.
- j. Individuals not abiding by this policy, or the letter of agreement will reimburse the UMGSA for travel costs, and conference costs, or parts thereof and may not be sponsored in the future as determined by the Executive Review Committee.
- k. All delegates must submit a one-page written report at the following council meeting about the conference, what they learned or experiences, and how they will use that information in the future.
- l. Executive members that do not follow policy will be subject to an immediate review by the Executive Review Sub-Committee, which will report to council their findings and potential actions.
- m. The UMGSA Executive will give final approval on those selected as attendees representing the UMGSA at conferences.
- n. Travel costs paid via the UMGSA must be made refundable to the UMGSA rather than the individual representative. All travel bookings are to be made through the UMGSA office.
- o. All representatives must be graduate students of the University of Manitoba or an employee of the UMGSA to qualify as representatives of the UMGSA.
- p. A per diem of \$40.00/day will be set aside for those travelling on behalf of the UMGSA and is only available when meals are not supplied. The suggested division of the \$40.00/day in per diem is: \$10.00 for breakfast, \$10.00 for lunch, and \$20.00 for dinner.
- q. Tips for transportation as well as meals will not exceed more than 15 per cent of the costs for said transportation and/or meal costs.

Article XVII: Ethical Purchasing

1. Definitions:
 - a. "Institution(s)" means all institutions or groupings of institutions that require compliance with the Policy for their bulk purchasing, licensing and/or procurement activities.
 - b. "Company" refers to the organization from which the UMGSA buys products, subject to the parameters of this Policy.
 - c. "Supplier" means any natural or legal person who provides [Company] with goods and/or services integral to, and utilized in/for, the production of the company's goods and/or services.
 - d. The term "subcontractor" means any natural or legal person who, directly or indirectly, provides a supplier with goods and/or services integral to, and utilized in/for, the production of the supplier's and/or [Company]'s goods and/or services.
 - e. The term "child" means any person less than 15, unless local minimum age law stipulates a higher age for work or mandatory schooling, or less than 14 if minimum wage law is set at that age in accordance with developing country exceptions under ILO Convention 138 enforced.

- f. The term “basic needs” are wages, which are obtained through collective bargaining and meet local standards. In the absence of free collective bargaining, wages that meet “basic needs” should be defined as wages paid for a normal 48 work week that are sufficient by local standards to provide for the food, clothing, housing, health care, potable water, child care, education, sanitation, and transportation needs of the worker and his/her dependents. In defining wages that meet basic needs, factors that should be taken into account include the average number of dependents and the average number of wage earners per family.
 - g. The term “local” refers to businesses, which produce and manufacture their goods within 60km of the City of Winnipeg.
 - h. The term “fair trade” refers to businesses or organizations which pay workers a premium price for their products, support the rights of workers to organize, invest in social programs in the community of production and who produce products in a developing nation.
2. Application:
- a. This policy is to be used for the purchase of all goods possible, unless the cost of non-ethical goods is cheaper by 10% or more.
 - b. This policy should be read as a policy internal to the UMGSA as well as a guide for our business partners.
 - c. This policy is to be implemented, enforced and reviewed by the finance committee of the UMGSA.
3. Labour Standards: all companies, suppliers and subcontractors involved in the production and/or distribution of products for retail or wholesale shall ensure that:
- a. Forced Labour
 - i. There shall be no use of forced labour, whether in the form of involuntary prison labour, indentured labour, bonded labour or otherwise.
 - ii. Workers shall not be required to lodge financial deposits or their original identity papers with their employers.
 - b. Discrimination
 - i. There shall be no discrimination in hiring, compensation, access to training, promotion, termination or retirement based on (but not limited to) age, race, caste, nationality, ethnicity, sex, pregnancy, religion, disability, gender, marital status, sexual orientation, union membership, illness, or political affiliation.
 - c. Harassment or Abuse
 - i. Physical, sexual or psychological abuse, or verbal harassment or abuse, including the use of corporal punishment, shall not be tolerated.
 - d. Hours of Work
 - i. Personnel shall not be required on a regular basis to work in excess of 48 hours per week, and shall be provided with at least one day off for every seven-day period.
 - ii. Overtime work (more than 48 hours per week) shall be voluntary, shall not exceed 12 hours per employee per week, will not be requested other than in exceptional and short-term business circumstances, and will always be remunerated at a premium rate.
 - e. Freedom of Association and the Right to Bargain Collectively
 - i. Workers, without distinction, shall have the right to join or form trade unions of their own choosing and to bargain collectively.
 - ii. Employers shall not hinder or interfere with any attempts of the workers to organize a trade union. Where the right to freedom of association and collective bargaining is restricted under law, the employer will allow, and will not hinder, the development of parallel means for independent and free association and bargaining.
 - iii. Workers’ representatives shall not be the subject of discrimination and shall have access to all workplaces necessary to enable them to carry out their representation functions.
 - iv. Workers’ representatives shall have complete access to membership lists and other necessary documents.
 - v. Employers are encouraged to recognize workers’ organizations succession rights were national or provincial/state law is not present.
 - vi. Business shall be encouraged to unionize new shops, if workers at an existing shop are unionized.
 - f. Wages and Other Compensation
 - i. Wages and benefits paid for a standard working week shall meet, at a minimum, national legal standards or industry benchmark standards; whichever is higher.

- ii. In any event wages paid for a standard working week should be sufficient by local standards to provide for the food, clothing, housing, health care, potable water, child care, education, sanitation, and transportation needs of the worker and his/her dependents.
- iii. Wages will be paid in a timely manner directly to the employee in cash, cheque or the equivalent. All workers shall be provided with written and understandable information about their employment conditions with respect to wages before they enter employment, and of the particulars of their wages for the pay period concerned each time that they are paid. Deductions from wages for disciplinary measures shall not be permitted, nor shall any deductions from wages not provided for by national law be permitted without the expressed permission of the worker concerned.
- iv. Employers are strongly encouraged to provide safe, adequate childcare facilities for their workers.
- v. Employers are strongly encouraged to allow 1 1/2 sick days per month per employee, at no loss of income to the employee.
- vi. Equal work for equal pay policies are to be practiced by the employer.
- vii. Employers are strongly encouraged to have a diverse management staff.
- g. Pricing and Timelines
 - i. Suppliers and licensees shall ensure that prices negotiated for work performed are sufficient to allow for compliance with this code. In addition, the supplier or licensee shall ensure that realistic production timelines are provided to Contractors and homeworkers to comply with this policy.
- h. Health and Safety
 - i. A safe hygienic working environment shall be provided, bearing in mind the prevailing knowledge of the industry and of any specific hazards.
 - ii. Access to clean toilet facilities and to potable water and, if appropriate, sanitary facilities for food storage shall be provided.
 - iii. Where workers are handling hazardous materials, safety showers shall be provided and accessible at all times in case of an accident.
 - iv. Accommodation, where provided, shall be clean, safe and meet the basic needs of the workers.
 - v. Safe handling information and training shall be provided regularly for relevant tasks, materials and equipment.
 - vi. Appropriate and sufficient first aid supplies shall always be on site. Trained medical professionals shall be readily available to administer first aid, deal with emergencies and treat workers' occupational health problems.
 - vii. Fire exits and fire extinguishers should be mandatory in all buildings including housing.
 - viii. Building must be kept up with the local and/or national building codes.
- i. Employment Relationship
 - i. To every extent possible work performed must be on the basis of recognized employment relationship established through national law and practice.
 - ii. Obligations to employees under labour and social security laws and regulations arising from the regular employment relationship shall not be avoided through the use of labour-only contracting, or through apprenticeship schemes where there is no real intent to impart skills or provide regular employment, nor shall any such obligations be avoided through the excessive use of fixed-term contracts of employment.
 - iii. Employers shall keep adequate records of their employees' names, addresses, rate of pay and number of hours worked each week in order to make this information available for monitoring purposes.
 - iv. Employers are discouraged from closing a plant/shop in a location to relocate a shop due to cheaper labour or looser government regulations.
- j. Reproductive Rights
 - i. No employee or prospective employee shall be subjected to the involuntary use of contraceptives or pregnancy testing.
 - ii. Workers will be permitted to take family leave without facing threat of dismissal, loss of seniority or deduction in wages, and shall be able to return to their former employment at the same rate of pay and benefits.

- iii. Maternity/parental leave is strongly encouraged in the absence of a national or provincial/state law or program.
- k. Child Labour
 - i. There shall be no use of child labour, i.e. no person shall be employed at an age younger than 15 (or 14, where, consistent with International Labour Organization practices for developing countries, the law of the country of manufacture allows for such an exception).
 - ii. Where the age for completing compulsory education is higher than the standard for the minimum age of employment stated above, the higher age for completing compulsory education shall apply to this section.
 - iii. Adequate transitional economic assistance and appropriate educational opportunities shall be provided to any displaced (as a result of the enforcement of this policy) child workers.
- l. Homeworkers
 - i. Homeworkers shall be given reasonable quotas such that the volume can be met in a regular workweek and the piece rate or other form of remuneration shall constitute a living wage.
 - ii. Homeworkers shall be allowed to join and participate in workers' support organizations of their own choosing.
 - iii. The employer shall provide training in relevant matters of occupational health and safety to homeworkers.
 - iv. The other provisions of this policy shall also apply to homeworkers.
- 4. Environment Standards
 - a. Location
 - i. The UMGSA shall attempt to give priority to producers, manufacturers and service providers who are locally based.
 - ii. The UMGSA shall attempt to purchase products directly from their producers.
 - b. Material
 - i. The UMGSA shall attempt to buy products where the material used is biodegradable and/or recyclable where applicable.
 - c. Pollution
 - i. The UMGSA shall attempt to purchase products from environmentally consciences and sustainable producers and suppliers.
 - ii. Local standards for water, air, and land pollution should be met.
- 5. Certification Standards
 - a. Environmental
 - i. The UMGSA shall attempt to seek products carrying the eco-logo certification.
 - ii. The UMGSA shall attempt to purchase organic foods, which carry organic certification.
 - b. Social Justice
 - i. The UMGSA shall attempt to seek fair-trade or certified fair-trade products, with particular reference to coffee, sugar, tea, chocolate, and textiles.
 - ii. The UMGSA shall not purchase goods from businesses on the Canadian Labour Congress's boycott list.

CLUBS

Article XVIII: Preamble

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

Article XIX: Definitions

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

Article XX: Review of UMGSA/HSGSA Clubs

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

Article XXI: Application for Recognition as a UMGSA/HSGSA Club

1. The following will be the deadlines for submitting new club applications:
 - a. October 15
 - b. February 15
 - c. June 15
2. The Events Committee will evaluate applications for UMGSA/HSGSA Clubs and recommend their approval to the UMGSA Executive.
3. UMSU Clubs that have more than 25% of their memberships as Graduate Students will be recognized by the UMGSA/HSGSA.
4. Academically organized Clubs will be given priority for recognition.

Article XXII: Requirements for Ratification

1. A student group/club proposing recognition/ratification by the UMGSA must provide evidence that:
 - a. Its membership is open to graduate students.
 - b. If the club chooses to open its membership to non-UofM students as well, the non-student members are not granted voting rights. Clubs that choose to enlist the help of staff members shall not permit those staff members to have voting rights.
 - c. If it is a recognized UMSU club that is requesting UMGSA/HSGSA recognition they must provide proof that graduate students comprise at least 25% of the total membership.
 - d. A list of 10 graduate students, with signatures and student identification number, must be presented – exceptions, with proof of why 10 signatures were not represented, can be considered by the Events Committee.
2. A Proposal for recognition/ratification must be submitted to the Vice-President Services and Support. The proposal must include:
 - a. A one (1) page cover letter stating the desire to be ratified/recognized and signed, with contact information, of at least two (2) representatives for the organization looking to be ratified/recognized.
 - b. A typed, maximum three (3) pages, proposal answering:
 - a. What is the Purpose of the Club?
 - b. What Activities will the Club hold?
 - c. How will the club be financially organized and how will monies be allocated?
 - d. What are some liability issues that the club may face?
 - c. A typed copy of the proposed constitution for the club that:
 - i. Adheres to the UMGSA Bylaws;
 - ii. States clearly that its views and actions in no way represent the UMGSA/HSGSA, or the University of Manitoba;
 - iii. Clearly includes:
 1. Name of Club
 2. Mandate
 3. Membership
 4. Membership fees
 5. Executive Positions
 6. Executive Duties/Responsibilities
 7. Meetings
 8. Election Procedures
 9. Refund Policy
 10. Amendments
 11. Impeachment (abiding by UMGSA impeachment process)
 12. Signing Officers
 13. An agency clause.

Article XXIII: Appeals

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

Article XXIV: Club Rights

1. A club is entitled to access certain UMGSA services, and the right to:
 - a. Be listed as a recognized UMGSA club on the UMGSA website.
 - b. Seek a reservation for the UMGSA Lounge.
 - c. Have the UMGSA contact the general graduate student body, via the UMGSA newsletter, about a club's 1st Annual General Meeting and events.
 - d. Apply for 'Donations' from the UMGSA, as outlined in the "Finance" section of this document.

Article XXV: Club Responsibilities

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

Article XXVI: Elections

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

Article XXVII: Finances

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

Article XXVIII: Trade-Mark Use

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

Article XXIX – Club Insurance & Risk Management

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

Article XXX: Removal of Club Members

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

Article XXXI: Club Sanctions and/or De-Ratification

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