

UMGSA Council Meeting Documents Index Page **Wednesday, February 28th, 2018 - 5:30 PM - UMGSA Lounge**

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Appendix II :

UMGSA Committee Reports January 1st - 31st, 2018

Executive Committee

Chair: Carl Neumann (UMGSA President)

Meeting Dates: January 5th and 19th, 2018

- The Executive began discussions about the replacement of the UMGSA Office's aging multi-function printer/copier. We may be able to purchase a new machine at reduced cost, thanks to collaboration with IST. Proposals will go to the Finance Committee when we have more information.
- The Executive discussed the proposed updates to the UMGSA budget, which were later approved at the January Council meeting.
- The Executive discussed the formalization of the Student Senate Caucus, which has been an informal joint-committee with UMSU up to now. UMSU Council has just formalized the Caucus in their policies, with amendments proposed by the UMGSA President to maintain the UMGSA as an equal partner in the Caucus, and restoring a proposed loss of co-chairpersonship. Equivalent wording will be brought to the Bylaws & Policy Committee to formalize the Caucus in our own Committee Policy Manual.
- The Executive discussed a proposal from the EdGSA which suggested increasing the per-student department grants for part time students to the same level as those given for full time students. Since part time graduate students pay the same fees as full time students, the Executive agrees with the EdGSA that it would be much more equitable for department grants to be equalized for all students. The cost has been assessed to be manageable by the Executive, and the proposal will be discussed by the Finance committee, as well as by the Bylaws and Policy Committee.

Finance Committee

Chair: Skye Kushner (Senator)

Meeting Date: January 9th, 2018

- The Finance Committee reviewed and processed applications for Conference Grants.
- The Finance Committee was presented with an updated, current budget from Carl Neumann (UMGSA President).
- The Finance Committee voted to approve stale dated cheques for Department and Special Project Grants.

Bylaws & Policy Committee

Chair: Carl Neumann (UMGSA President)

Meeting Date: January 16th, 2018

- The Bylaws & Policy Committee opted to refocus its efforts at amending the UMGSA Election and Referendum Policy and Procedure Manual by working from the UMSU Election policy, and making sizable amendments to it to adapt it for UMGSA use. The UMSU policies were comprehensive and well-written. This allowed us to create a better final version in less time.
- A working group of a subset of the Committee meet an extra time on January 17th to make additional progress on finalizing amendments to the document.
- Email votes were used to approve the final wording which was then proposed to Council.
- The revised Election and Referendum Policy and Procedure Manual was later approved at the January Council meeting.
- We thank members of the Committee for their extensive work on the completion of this major policy revision.
- In addition, the Committee also reviewed the amendments to the Awards policy which were proposed by the Awards Committee. These changes were later approved, with an amendment, at the January Council meeting.

Campaigns Committee

Chair: Albert Boakye (VP External)

Meeting Date: January 23rd, 2018

Items Discussed:

- a. Updates from ThinkGrad Meeting**
Updates regarding ThinkGrad Conference Incorporation were discussed. Highlighted issues included Bylaws, Fees, Future Conference Agenda, Observer Fees, White Paper Committee etc.
- b. Winter U-Pass Issues**
Transit Services has accepted the Committee's proposal for Summer U-Pass
- c. Student-Supervisor Agreement**
Matters arising from unhealthy relationship between student-supervisor were discussed. Some of these included loss of funding, time to completion, thesis guidelines etc.

Motion: No motion was passed.

Events Committee

Chair: Obiajulu Nnaemeka (VP Marketing and Events)

Meeting Date: January 17th, 2018

The Events committee met on the 17th of January to make plans for the Valentine's day social. The committee agreed to hold the event on 14th of February at the UMGSA lounge despite plans in a previous meeting to hold one of the events outside the university. This was mainly due to weather concerns. A committee member suggested having colour theme for the event for graduate students to identify as single, taken or otherwise. Other suggestions were also raised on the games and prizes for the event. Some committee members volunteered to decorate, monitor the food, and buy the prizes. Discussions were also made about plans for another potential Alumni Mentorship event for the winter and the committee recommended that we begin discussions with the Alumni Relations for the event.

Awards Committee

Chair: Emrul Hasan (VP Academic)

Meeting Date: January 10th, 2018

We had a discussion on reconsidering ranking system of UMGSA awards and proposed increased GPA. Actually, our UMGSA executive felt like by increasing GPA we are excluding a large number of student to apply. In addition, UMGSA exec felt that there is no evidence of ranking system of similar kind of awards. Therefore, I brought the issue to the meeting. After a long discussion, following motions are passed

- a. **BIRT UMGSA awards committee agrees to stick with the original proposal of ranking system for UMGSA awards that were made in the previous meeting (meeting Nov 9)**
Motion passed
- b. **BIRT UMGSA awards committee agrees to stick with the original proposal of increasing GPA for UMGSA awards that were made in the previous meeting (meeting Nov 9)**
Motion passed

We discuss the rubrics for evaluating the applications. Committee proposed couple of changes to rubrics. The following changes are made.

- a. Introducing a separate category for letter of intent, which contains 5 point out of total 25 points.
- b. Academic experience would be "Significance of research and academic activities" that contains total 10 points. This part is divided into two subgroups (academic reference letter and CV each contains 5 points)
- c. Community involvement is changed to significance of community involvement that contains 10 points (ref letter and cv each 5 points)

These all changes applies to students awards.

Appendix III :

HSGSA Report January 1st - 31st, 2018

Health Sciences Graduate Students' Association (HSGSA) Report for UMGSA Council February 28th, 2018

January was a relatively quiet month for the HSGSA, although we did have a very successful meeting with Wab Kinew in regards to bridging the gap between politicians and scientists. We currently have a tour set up for Wab Kinew around some of the facilities at Health Sciences Centre, and are working to get him access to the federal government buildings of JC Wilt and the National Microbiology Laboratory.

We also held an event in conjunction with Sustainability Services from U of M that consisted of a showing of the movie 'An Inconvenient Sequel: Truth to Power'. It is the sequel to 'An Inconvenient Truth', and discusses environmentalism and global warming.

Upcoming events are our Industry Fair in early February which looks to connect students at the Bannatyne Campus with potential employers in the Health Sciences fields, as well as an excursion to Festival du Voyageur that we are still in the process of finalizing.

Andrew Plesniarski

HSGSA President 2017-2018

Appendix IV :

Senate Report January 2018

To: Graduate Students of the University of Manitoba

Date: February 5th, 2018

Re: January 3rd, 2018 Senate Meeting

Link to Senate agenda:

http://umanitoba.ca/admin/governance/media/2018_01_03_Senate_Agenda.pdf

Please note that this report contains only relevant items discussed in Senate related to graduate studies and graduate students. All motions presented in this report were carried during the January 3rd, 2018 Senate Meeting.

MATTERS RECOMMENDED FOR CONCURRENCE WITHOUT DEBATE

1. Proposed Academic Schedule 2018-2019 (page 4)
 - Changes made in the academic calendar are available through the university of Manitoba Calendar (<http://umanitoba.ca/calendar>).
2. Report of the Executive Committee of the Faculty of Graduate Studies on Course and Curriculum Changes (page 20)
 - Changes have been approved for the renaming of BIOE 7180 Bioprocessing. No change in the course materials or net credit hour change has taken place.

MATTERS FORWARDED FOR INFORMATION AND OTHER REPORTS

1. New awards (page 23):
 - Phoenix Biological Sciences Graduate Fellowship (M.Sc. or Ph.D. in Biological Sciences, pg. 23).
2. Awards amended (page 25):
 - No significant changes.

REPORT OF THE PRESIDENT

1. No significant announcements.

REPORTS OF OTHER COMMITTEES OF SENATE, FACULTY AND SCHOOL COUNCILS

2. a) Report of the Executive Committee of the Faculty of Graduate Studies on Course and Curriculum Changes (page 40)
 - The Department of Civil Engineering has proposed four course introductions (CIVL 7658, CIVL 7656, CIVL 7654, and CIVL 7652) previously covered under special topics courses. This course addition has the intended purpose of allowing proper recognition for graduate students on transcripts.

ADDITIONAL BUSINESS

1. Proposal for a Master of Human Rights (MHR), Faculty of Law (pages 53-180)

- 2 motions were approved towards the proposed MHR degree at the University of Manitoba:

Motion 1: That Senate resume consideration of the Master of Human Rights (MHR) program following postponement of that discussion on April 5, 2017.

Motion 2: That Senate approve and recommend to the Board of Governors that it approve the proposal to establish a Master of Human Rights on the understanding that the university will not implement the program until satisfied that there will be adequate funding to support its ongoing operation.

- Changes in the revised MHR proposal (pages 57-180) address earlier concerns expressed at senate on April 5th, 2017.
- Existing concerns were raised by senate members over sources of funding and an additional motion was added during the senate meeting.
- The program will at earliest, accept graduate students in 2020.

Appendix V :

UMGSA Executive Reports January 1st - 31st, 2018

President - Carl Neumann

Executive Summary of Work:

- **UMGSA Winter Orientation:** On January 2nd, we held the UMGSA Winter Orientation throughout the day. I was the MC for the mid-day Welcome Session, which also featured Silvia and Obi answering student questions.
- **UMGSA Annual General Meeting:** On January 16th, we held the UMGSA Annual General Meeting. A budget presentation was given, and the Audited financial statements for 2016-17 were approved. BDO were renewed as the Auditors for the 2017-18 budget year. The UMGSA's relationship with the CFS was also reviewed.
- **HSGSA Annual General Meeting:** The HSGSA Annual General Meeting was held on January 18th at the Bannatyne Campus. I chaired the meeting. The HSGSA membership approved the same position as that taken by the UMGSA membership relating to the CFS.
- **Final Board of Governors Approval for the Conversion of the Gradzette Fee to the Manitoban Fee:** After slowly moving through the governance processes of the University, the Board of Governors at its meeting on January 30th gave final approval for the conversion of the Gradzette Fee to the Manitoban Fee, as approved by the UMGSA Council at the September Council Meeting. I made the presentation to the Board in support of the change.

Meetings Attended:

January 3 rd , 2018	Senate Meeting	1.5 Hours
January 4 th , 2018	UMSU Council Meeting	0.5 Hours
January 5 th , 2018	UMGSA Executive Meeting	2.5 Hours
January 8 th , 2018	UMGSA Awards Committee Meeting	1 Hour
January 9 th , 2018	UMGSA Finance Committee Meeting	2 Hours
January 12 th , 2018	Strategic Enrollment Management Planning Committee	2 Hours
January 16 th , 2018	UMGSA Bylaws & Policy Committee Meeting	2 Hours
January 16 th , 2018	UMGSA Annual General Meeting	2 Hours
January 17 th , 2018	UMGSA Election Policy Review Working Group Meeting	2 Hours
January 17 th , 2018	UMGSA Events Committee Meeting	1 Hour
January 17 th , 2018	UMFM Board Meeting	1.5 Hours
January 18 th , 2018	HSGSA Annual General Meeting	1 Hour
January 18 th , 2018	UMSU Council Meeting	2 Hours
January 19 th , 2018	UMGSA Executive Meeting	1 Hour
January 19 th , 2018	Meeting with one of our Reps from National Bank	1 Hour
January 23 rd , 2018	UMGSA Campaigns Committee Meeting	1 Hour

January 24 th , 2018	Childcare Working Group Meeting	1 Hour
January 24 th , 2018	Senate Executive Committee Meeting	0.5 Hours
January 24 th , 2018	UMGSA Council Meeting	1.5 Hours
January 29 th , 2018	Alumni Association Board Strategic Planning Meeting	2.5 Hours
January 30 th , 2018	Champions for Mental Health Group Meeting	1 Hour
January 30 th , 2018	Board of Governors Meeting	3 Hours
January 31 st , 2018	FGS Executive Committee Meeting	1.5 Hours

Meetings Missed:

RWLE&SA Policy Advisory Committee - Jan 8th - Regrets sent in Advance - Conflict with Class
Senate Planning and Priorities Cttee - Jan 29th - Regrets sent in Advance - Conflict with Class

Time Spent in Meetings in January: 35 Hours

Office Hours:

Thursday, January 4 th , 2018	2:30PM - 4:30PM
Thursday, January 11 th , 2018	3:00PM - 5:00PM
Thursday, January 18 th , 2018	2:45PM - 4:45PM
Wednesday, January 24 th , 2018	2:30PM - 4:30PM

Time Spent in Official Office Hours in January: 8 Hours

Working Events Attended:

January 2 nd , 2018	UMGSA Winter Orientation	2 Hours
January 3 rd , 2018	International Centre Open House	0.5 Hours

Approximate Time Spent on Other Activities:

Working Events	2.5 Hours
Preparing Documents for Meetings	49.5 Hours
Other Email Correspondence	38.5 Hours

Total Hours Spent on the UMGSA in January, 2018: 133.5 Hours

Vice-President Health Sciences (VPHS) - Andrew Plesniarski

Executive Summary of Work:

January was a relatively quiet month for me, although I took time off from January 20th onwards.

Office Hours

- I owe five office hours currently, which I plan to make up in February due to missing one while I was here and being absent for two weeks.

Executive Summary of Hours:

2018-01-03	Office Hours	2.0
2018-01-05	E-mail Communication	1.0
2018-01-05	UMGSA Executive Meeting	2.5
2018-01-08	E-mail Communication	2.0
2018-01-08	HSGSA Executive Meeting	1.75
2018-01-09	Preparing HSGSA AGM Agenda	2.0
2018-01-10	E-mail Communication	1.5
2018-01-10	Preparing HSGSA AGM Agenda	1.5
2018-01-11	Preparing HSGSA AGM Agenda	2.0
2018-01-11	E-mail Communication	0.5
2018-01-15	Preparing for Council	2.0
2018-01-15	HSGSA Council	1.5
2018-01-16	UMGSA Annual General Meeting	2.0
2018-01-17	Office Hours	3.0
2018-01-18	HSGSA Annual General Meeting	1.0
2018-01-19	UMGSA Executive Meeting	2.0
Monthly Total		28.25

Meetings Attended:

Jan. 5, 2018	UMGSA Executive Meeting	2.5 hours
Jan. 8, 2018	HSGSA Executive Meeting	1.75 hours
Jan. 15, 2018	HSGSA Council Meeting	1.5 hours
Jan. 16, 2018	UMGSA Annual General Meeting	2.0 hours
Jan. 18, 2018	HSGSA Annual General Meeting	1.0 hour
Jan. 19, 2018	UMGSA Executive Meeting	2.0 hours

Time spent in meetings: 10.75 hrs

Meetings Cancelled:

Meetings Missed:

Office Hours: Wednesday: 9:00 - 11:00 a.m.

Time spent in the office: 5.0 hrs

Total Hours Spent on HSGSA/UMGSA for January: 28.25 hrs

Vice-President External (VPE) - Albert Boakye

Executive Summary of Work:

- Executive work in this period includes GSA Executive meetings, office hours and other external meetings.

Executive Summary of Hours:

2018-01-05	Executive Meeting	2:30
2018-01-05	Office Hours	2:00
2018-01-08	Awards Committee Meeting	1:00
2018-01-12	Office Hours	2:00
2018-01-19	Office Hours	2:00
2018-01-23	Campaigns Committee Meeting	1:00
2018-01-24	U-Pass Committee Meeting	1:00
2018-01-24	Council Meeting	2:00
2018-01-26	Office Hours	2:00
Monthly Total		15:30hours

Time Spent in Meetings: 3:00 hours

Office Hours: Fridays: 2:30pm to 4:30pm

Total Hours Spent on UMGSA for January: 15:30 hours

Vice-President Academic (VPA) - Md. Emrul Hasan

Executive Summary of Work:

- **UMGSA Awards**

UMGSA Awards committee met on January 8, 2018. We had an extensive discussion on amendment. UMGSA executive proposed to reconsider the ranking system of awards and not to increase the GPA. We have a long debate on it. Finally committee voted to stay with the previous changes (Ranking system and increasing GPA for detail refer to December executive report). We also continued discussion on rubrics. To make evaluation process more concrete committee agreed to make an independent category for statement of intent.

Executive Summary of Hours:

Date	Activities	Hours
18/01/2018-25/01/2018	Reviewed Falconer research Rh Awards applications	8.00
02/01/2018-31/01/2018	Document reading, responding to emails, and report writing	6.0
January	Total time spent on the activities excluding office hours and meetings	14.00

COMMITTEES, MEETINGS, AND BUSINESS MATTERS

Meetings Attended:

Jan 5, 2018	UMGSA Exec Meeting	1.5 hours
Jan 8, 2018	UMGSA Awards committee	1.0hour
Jan 16, 2018	Bylaw and Policy committee	2.5hours
Jan 16, 2018	AGM	2.0 hours
Jan 19, 2018	UMGSA Exec Meeting	1.50hours
Jan 23, 2018	Campaign committee	1.0hour
Jan 24, 2018	UMGSA Council meeting	2.0hours
Jan 25, 2018	Falconer Research Rh Awards	2.0hours

Total hours spend in meetings: 13.50hrs

Meetings Cancelled: Senate committee on Instruction and Evaluation: Rescheduled on Feb 15.

Meetings Missed: Bylaw and policy: While traveling for the meeting fell on an accident.

Office Hours: Regular-Friday: 2:30 pm to 4.30pm =8.0hrs

Time spent in the office: 8.0 hours

Total Hours Spent on UMGSA for January: 14.00+13.50+8.00= 35.50 hours

Vice-President Marketing & Events (VPME) - Obiajulu Nnaemeka

Executive Summary of Work:

- Served all office hours and attended the executive meetings.
- Sent out the January newsletter and worked with the office assistant to maintain social media pages. Sought out for students to participate in the Gradtalks with UFMF.
- Worked with the FGS to organize the winter orientation for graduate students and participated in the student panel portion of the event.
- Held the events committee meeting to plan for the upcoming Valentine 's Day social.

Executive Summary of Hours:

Day	Start	Finish	Note	Total
02/01/2018	8:00 AM	3:00 PM	Winter orientation	7
	5:00 PM	6:30 PM	Preparation of November Executive and committee reports	1.5
03/01/2018	1:30 PM	3:00 PM	IC coffee and tea welcome event	1.5
05/01/2018	1:00 PM	3:30 PM	Executive meeting	2.5
07/01/2018	8:00 PM	10:00 PM	Preparation of AGM Events committee report	2
08/01/2018	12:00 PM	2:30 PM	Preparation of January newsletter	2.5
10/01/2018	7:00 AM	8:30 AM	Preparation of December Executive report and committee reports	1.5
12/01/2018	11:00 AM	1:00 PM	Office hours	2
16/01/2018	11:00 AM	1:20 PM	Office hours	2.33
	5:30 PM	7:30 PM	Annual General Meeting	2
17/01/2018	5:00 PM	6:00 PM	Events committee meeting	1
23/01/2018	11:00 AM	1:00 PM	Office hours	2
24/01/2018	5:30 PM	7:30 PM	Council meeting	2
30/01/2018	11:00 AM	1:40 PM	Office hours	2.67
Total Hours				32.5

Time spent in meetings: 7.5 hours

Meetings Cancelled: None

Meetings Missed: Executive committee meeting (Jan. 19), Campaigns committee meeting

Office Hours: Tuesdays: 11:00 am to 1pm

Time spent in the office: 9 hours

Total Hours Spent on UMGSA for January: 32.5 hours (32 hours 30 minutes)

Senator 1 - Silvia Araujo

Executive Summary of Work as Senator:

- Attended various meetings, including: Senate, Executive, Annual General Meeting, Council, Senate Committee on Academic Dress and Senate Committee on Awards;
- Attended events representing the UMGSA, including: the Winter Orientation
- Held regular office hours (Thursdays, from Noon to 2 PM);
- Maintained regular e-mail and personal communications with the UMGSA executive team and with some graduate students.

Executive Summary of Work from the Executive at Large:

- Attended various meetings, including: UMSU Community Services Committee Meeting and Spiritual Care Advisory Committee Meeting.

Executive Summary of Hours:

Day	Start	Finish	Note	Total
1/2/2018	12:00 PM	2:30 PM	Office hour (12-1) + Winter orientation student panel (1-2:30)	2:30
1/3/2018	1:30 PM	4:00 PM	Senate meeting (1:30-2) + extra hour in the office (2-4)	2:30
1/5/2018	1:00 PM	3:45 PM	Executive meeting	2:45
1/8/2018	2:30 PM	6:30 PM	Senate committee on Academic Dress meeting (2:30-3 - meeting cancelled because there was no chair); UMSU Member Services Committee meeting (4-4:30 - meeting cancelled because there was not enough quorum); UMGSA Awards Committee meeting (5-6:30)	3:30
1/9/2018	12:00 PM	1:45 PM	Office hours	1:45
1/16/2018	8:30 AM	7:30 PM	Reading material for the Senate Committee on Awards meeting (8:30-9:30); Senate Committee on Awards meeting (9:30-10:30); Time in the office (10:30-11:00); AGM (4:45-7:30)	5:15
1/18/2018	11:45 AM	2:15 PM	Office hours	2:30
1/23/2018	11:00 AM	12:30 PM	UMSU Community Services Committee Meeting	1:30
1/24/2018	5:15 PM	7:30 PM	Council Meeting	2:15
1/25/2018	12:00 PM	2:25 PM	Office hours	2:25
1/31/2018	2:40 PM	4:30 PM	Re-reading the agenda for the Spiritual Care Advisory Committee Meeting (2:40-3) and attended the meeting (3-4:30)	
Monthly Total				26:55

Summary of Hours:

Time spent in meetings: 15:30

Meetings Cancelled: 2 (Senate Committee on Academic Dress had no one to chair it; UMSU Community Services Committee meeting had no quorum).

Meetings Missed: 1 (UMGSA Events Committee meeting).

Time spent in the office: 8:25

Total Hours Spent on UMGSA for January: 26:55

Senator 2 - D. Skye Kushner

Contact: senator2@umgsa.org

Office hours: Wednesdays, 10:30 PM – 12:30 PM

Executive summary of work:

- Presided over first chair of Finance Committee
- Participated in first Cooper Commission meeting
- Spent time with Bylaws and Policies Committee re-writing election bylaws for the UMGSA

January – office commitments

Day	Start	Finish	Note	Total
3rd	10:30	12:30	Reviewed senate documents	2
10th	10:30	12:30	Reviewed materials from Finance Committee meeting/reviewed Finance Committee bylaws	2
17th	9:00	12:00	Participated in Bylaws and Policy Meeting	2
24th	10:30	12:30	Reviewed documents for upcoming Senate Executive Meeting	2
31st	10:30	12:30	Prepared Senate Report/Executive hours/	2
Total				10

January - meetings/other

Day	Start	Finish	Note	Total
3rd	1:30	2:30	Senate	2
5th	1:00	3:30	UMGSA Executive Meeting	2.5
9th	5:30	7:30	Finance Committee	2
16th	11:00	1:00	Bylaws and Policies Meeting	2
16th	5:30	7:30	UMGSA AGM	2
17th	9:00	11:00	Bylaws and Policies Meeting	2
17th	1:30	2:30	Cooper Commission Meeting	2
19th	1:00	2:00	UMGSA Executive Meeting	1
24th	1:30	2:00	Senate Executive Meeting	0.5
24th	5:30	6:30	UMGSA Council Meeting	1
Total				17

Summary of Hours:

Total time spent in meeting: 17

Meetings cancelled: none

Meetings cancelled: none

Total hours spent on UMGSA for January 2018: 27

Senator 3 (HSGSA) - Nour Eissa

Executive Summary of Work January 2018:

- Held office hours (Tuesdays 9:00-11:00)
- Maintained regular e-mail and personal communications in general with graduate students and the UMGSA executive team.

Executive Summary of Hours:

Day	Start	Finish	Note	Total
01/05/2018	9:00 AM	10:00 AM	Emails and communications	1
01/21/2018	05:00 PM	06:30 PM	Emails	1.5
01/30/2018	9:00 AM	01:00 PM	Office hours-HSGSA	4
Monthly Total: 6:30:00				

N.B

I was visiting my family in Egypt (Jan 3rd – Jan 26th). I will compensate my January's office hours during February

Summary of Hours:

Time spent in Meetings: none

Meetings Cancelled: none.

Meetings Missed: Senate Meeting, campaign meeting, and HSGSA meetings

Time spent in the Office: 4

Total Hours Spent on UMGSA for January: 6:30 hours

Appendix VI :

Existing UMGSA Financial Policy and Proposed Changes

Please Note: Changes in bold and underlined for clarity during revision and voting only. Bold and underlines will not appear in the actual policy. Plain text only. Bolded double-brackets in the existing sections indicate parts to be removed and not replaced. Please also note that other underlines and bolds, where they do not appear together, exist in the current policy as is, and do not indicate changes.

Article VII: Audits and Transparency

Existing:

2. Credit Card, Reimbursements and Signatory Restrictions
 - a. Only the President, Vice President Internal, Vice President External, and 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 and employees may submit all receipts of purchases for reimbursement at the end of each month in order to avoid additional and redundant paperwork for both the executive and the Office Manager.]]**
 - e. 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.

Proposed Changes:

2. Credit Card, Reimbursements and Signatory Restrictions
 - a. Only the President, Vice President Internal, Vice President External, **Vice President Academic, and Vice President Marketing and Events** 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.

Article IV: Grants and Awards

Existing:

III. Departmental Grants

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 May disbursements. 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
4. The Departmental Grant is calculated as follows for departments [[situated on the Fort Garry Campus and Health Sciences Campus]]:
 - a. \$20.00 per academic year for every graduate student paying [[full-time]] student organization dues to the UMGSA and belonging to the departmental association.
 - b. [[\$10.00 per academic year for every graduate student paying part-time student organization dues to the UMGSA and belonging to the departmental association.]]
 - c. Fifty percent of the calculated Departmental Grant will be disbursed in December, with the remainder to be disbursed in May.
6. To be eligible to receive a Departmental Grant, a Department's Representative must meet the following requirements:
 - b. The UMGSA departmental representative, or designated proxy, must attend at least three (3) of the four (4) UMGSA Council Meetings held from December to April inclusive, in order to qualify for the May disbursement. For each additional council meeting missed, a 25% penalty shall be assessed.

Proposed Changes:

III. Departmental Grants

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
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**.
- 6. To be eligible to receive a Departmental Grant, a Department's Representative must meet the following requirements:
 - 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.