



Graduate Students' Association Election Nomination Package 2024-2025

Nomination Period
February 5 – 16, 2024

All-Candidates Meeting
Friday, February 16, 2024 - 5:00PM

Pre-Campaign Period
February 19 – 25, 2024

Campaign Preparation Period
February 26 – March 10, 2024

Campaign Period
March 11 – 17, 2024

UMGSA/HSGSA Joint Election Forum
Wednesday, March 13, 2024 – 5:00PM

Voting Period
Start: Monday March 18, 2024 – 9:00AM
End: Tuesday, March 19, 2024 – 5:00PM

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All hours stated in this document refer to Central Standard Time

UNIVERSITY OF MANITOBA GRADUATE STUDENTS' ASSOCIATION EXECUTIVE ELECTION & REFERENDA

General Information

About the GSA

The University of Manitoba Graduate Students' Association is the student governed association that represents all graduate students at the University. With over 3900 students completing graduate work in over 90 disciplines, we are the official voice of graduate students at the University of Manitoba. For more details, please visit our website, www.umgsa.org.

Election Details

Voting will be conducted online through a link sent to each currently registered UM Graduate student. Preliminary results will be announced via email and on the GSA website, after the votes are counted. These results will be confirmed at the next meeting of the GSA's General Council.

The election will be overseen by the GSA's Chief Returning Officer (CRO), a graduate student nominated according to the GSA's [Bylaw and Policy Manual](#). The CRO will be overseeing the online voting process, announcing the official results and, in the case of any dispute, interpreting the GSA [Code of Conduct](#) and [Election & Referendum Manual](#) to reach an equitable resolution.

Completed nomination packages will be accepted any time up until 4:00PM on Friday, February 16, 2024.

Nomination packages must be completed in full and submitted to the GSA Office via email to gsa@umgsa.org on, or before, the deadline. Candidates who fail to submit completed nomination packages by the deadline will not be allowed to stand for election.

All candidates must attend the **All-Candidates Meeting** which will take place virtually on **Friday, February 16, 2024, from 5:00 to 6:00PM**, immediately after the closing of the Nomination Period. **THIS MEETING IS MANDATORY.** If the candidate cannot attend the meeting, arrangements must be made with the Chief Returning Officer (cro@umgsa.org) prior to the meeting.

The campaign period for the GSA Executive Election will be **Monday, March 11 through Sunday, March 17, 2024**. Complete details of the candidate's responsibilities are outlined in the "Duties & Tasks of the UMGSA Executive" section of this nomination package.

GENERAL CANDIDATE QUALIFICATIONS

A summary of the general parameters of each position is attached below. Please be aware that that these are only guidelines and workload, and responsibilities may vary depending on the direction and priorities of the GSA Council.

Additionally, candidates need to be aware of the significant investment of time these positions represent. Students should not stand for election if it will jeopardize their academic performance, the progress of their research, or the timely completion of their degree.

Candidates for the following positions are sought for the 2024-2025 academic year:

- President & Senator
- Vice-President, Academic & Senator
- Vice-President, External & Senator
- Vice-President, Finance and Administration
- Vice-President, Services and Support

All terms on the Graduate Students' Association Executive Committee are for one year, beginning May 1, 2024, and concluding April 30, 2025.

Individuals standing for election must commit to the term in its entirety and must be available and able to fulfill their duties for the entire 12-month period. Officers must be full current registered graduate students at the University of Manitoba at the time of the election and for at least one subsequent term of office, with the exception of those roles held in conjunction with the Student Senator roles who must maintain their student status throughout the course of their term.

All candidates must meet the following criteria:

- a. Be at least eighteen (18) years of age on the day of election;
- b. Be of sound mind;
- c. Have not declared bankruptcy within the last six (6) years;
- d. Registered full-time or part-time graduate student in good standing at University of Manitoba;
- e. Reside in Manitoba for the entire time they hold office;
- f. Legally able to work in Canada (have a valid Social Insurance Number);
- g. Any other legal requirements to be Director of a corporation in Manitoba;

In addition to the specific job duties listed below, members of the Executive Committee are expected to:

- * Maintain close communication with the Office Manager/ Executive Director and with fellow Executive Committee members;
- * Represent the GSA membership on University committees;
- * Actively engage with the GSA membership to ascertain the needs of graduate students and to encourage members' participation in GSA events;
- * Attend and actively participate in all GSA Council Meetings;
- * Attend any scheduled meetings with the Dean of the Faculty of Graduate Studies and the President of the University of Manitoba;
- * Attend orientation presentations for new graduate students and help to assimilate and integrate new graduate students into the University of Manitoba.

DUTIES AND TASKS OF THE UMGSA EXECUTIVE

Vice President, Finance and Administration

Position Profile

1. The Vice-President, Finance and Administration (VPFA) is responsible for many of the internal financial components of the organization. They assist in developing the annual operational budget, with the President, Executive Director (and EVP where relevant). They lead efforts to providing funding to graduate students, namely through the conference grant program, along with other elements of operations management.
2. The Vice-President, Finance and Administration (VPFA) shall:
 1. Have signing authority for the UMGSA,
 2. Support full-time staff by providing oversight to the development of content and advertising for the UMGSA Student Planner for the following school year. The VPFA will support, when needed, UMGSA Office Staff who contribute graphics, layout, and printing,
 3. Assist the President in supervising the keeping of all necessary financial records of the UMGSA, including but not limited to bills, cheque books and monthly accounting,
 4. Support the annual development of the UMGSA operating budget and its preparation for approval by the Executive to Council by the May Council meeting,
 5. 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,
 6. Submit the financial records of the UMGSA for an annual audit upon notice from Council.
 7. Ensure financial records are available to any Council member, upon arrangement,
 8. Coordinate the process of awarding regular and special UMGSA grants, subject to approval by UMGSA Council,
 9. Support, where required, the shaping of the UMGSA's operational directions, in conjunction with any strategic mandates, to help ensure fiscal stability and operational integrity,
 10. Assist, when required, human resource matters of the association, in conjunction with the Executive Director or as directed by the President,
 11. Supporting, when required, relevant parties in confirming any annual adjustments to the fees of the association and communicating any student fee changes to relevant parties at the university,
 12. 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,
 13. Shall assist with all campaigns relevant to their portfolio,

14. Participate in the organization and operation of community support initiatives,
 15. Will maintain close communication with the Executive Director and with members of the Executive Committee,
 16. Support any additional Committees or Sub-Committees, as relevant, that may be established, from time to time,
3. Performance Appraisal and Remuneration
 1. The VPFA shall have their performance evaluated and receive compensation pursuant to this performance, as outlined in relevant UMGSA legislation.
 2. The role of the VPFA shall normally require a minimum of forty-sixty (40-60) hours per month for the duration of the appointment. Additional commitment may be required at various times throughout the term.
 4. Vacancies
 1. Vacancies in the role of VPFA shall be filled pursuant to the UMGSA Bylaw and any other relevant UMGSA legislation.

The role of the VPFA shall normally require a minimum of forty-sixty (40-60) hours per month for the duration of the appointment. The successful candidate must represent the graduate student body in meetings, negotiations and consultations with various partners across campus, and must be comfortable in a professional environment. In addition, the GSA President must attend University and community events outside the hours of a traditional work week (i.e., evenings and weekends). Questions about the position can be directed to vpfa@umgsa.org.

Further information about this position can be found in the [Executive and Officers Policy Manual](#).

EXECUTIVE NOMINATION FORM

CONTACT INFORMATION		
Full Name:		
Street Address:		Apt#:
City, Province:		Postal Code:
Contact Phone #:		
Academic email:		
Student #:		

NOMINATED POSITION (choose one)	
	President & Senator
	Vice President, Academic & Senator
	Vice President, External & Senator
	Vice President, Finance and Administration
	Vice President, Services and Support

ACADEMIC INFORMATION	
Current Program at U of M	
Masters or PhD?	
Expected Degree Completion Date	

CHECKLIST	
	Completed Nomination form, with signatures
	Photo for website promotion
	Completed Candidate Statement

EXECUTIVE NOMINATION FORM

By submitting this Nomination Form, I affirm that the facts set forth in it are true and complete. I understand that if I am selected as a member of the GSA Executive, any false statements, omissions, or other misrepresentations made by me on this form may result in my immediate dismissal. I affirm that I meet the qualifications, and I allow permission to the Chief Returning Officer to access the information necessary to verify this statement.

I have read and I understand the job description included in the Nomination Package. I acknowledge the duties and responsibilities this position entails, as outlined in the specific policy of the position sought, which includes regular attendance at all monthly GSA General Council and agree that failure to perform these duties as they are laid out in the GSA Bylaws and any relevant policies may also result in my dismissal from my position with the GSA.

Nominee's Name	Nominee's Student #	Nominee's Signature
Nominator's Name	Nominator's Student #	Nominator's Signature

UMGSA APPROVAL (FOR OFFICE USE ONLY)

CRO Signature	Date

ELECTION CAMPAIGN PUBLICITY REGULATIONS

The Graduate Students' Association encourages candidates to campaign for election. Candidates are not required to do so, however, if a candidate wishes, election materials promoting their candidacy such as posters, flyers, websites or a presence on networking sites (i.e., Facebook, Instagram, or Twitter) are allowed during the campaign period (**March 11 – March 17, 2024**).

For all candidates, the GSA will do the following:

1. Send electronic email notices of the election date and polling instructions to all graduate students, encouraging them to vote. The names of all eligible candidates and the position they are running for will be included in these email notices.
2. Promote the election process through means such as the GSA website to ensure widespread knowledge of the Executive Election and the candidates.
3. Provide candidates with the opportunity to complete a candidate's statement and post their statements on the GSA website and include information about how students can access the statements during the campaign to find out more about the individual candidates.
4. Campaign expenses are limited to \$65.00 (CAD) per candidate for the purchase, production or procurement of any campaign materials. Candidates must submit to the Chief Returning Officer a complete itemized list of all their campaign expenses, accompanied by receipts by 12:00 p.m. (noon) on the final day of polling. Candidates will be reimbursed for one hundred percent (100%) of their expenses, subject to any limits, fines, or sanctions imposed. Any campaign expense incurred by a candidate that is not accompanied by a receipt shall not be reimbursed. Emergency Loan for purchasing campaign materials will be available at the discretion of the GSA Executive Director and the Chief Returning Officer. Where a Candidate, Slate, or Side has exceeded the spending limit by any margin or has falsified documents, the campaign shall be automatically disqualified.

CAMPAIGNING RULES

1. No person may run in an election that would give them more than one voting position on the GSA General Council.
2. Candidates are responsible for familiarizing themselves with all material relevant to the electoral process, including, but not limited to, relevant Bylaw and Policies, , GSA political and administrative policies and any other material distributed by the Chief Returning Officer.
 - a. Executive candidates cannot promise to donate any portion of their compensation.
 - b. The candidates are responsible for their campaign and abiding by the rules of the election. The Chief Returning Officer will ensure that passive campaigners abide by the rules set out in this Policy.
 - c. Candidate information will be available on the Election page of the GSA website.

- d. To deliver campaign speeches to groups of students, organizations, or classrooms, Candidates must have received written permission and forwarded it to the Chief Returning Officer.
 - Candidates may not seek permission to speak from themselves.
- e. All campaign materials must be approved by the Chief Returning Officer prior to their use.
- f. All campaign posters shall adhere to the following conditions:
 - i. Candidates may only display the maximum number of posters stipulated by the Chief Returning Officer.
 - ii. Campaign posters shall be no larger than eleven (11) inches by seventeen (17) inches.
 - iii. Campaign posters shall be affixed with painter's tape only.
 - iv. Campaign posters shall not be placed on or affixed to any surface that the University deems inappropriate.
 - v. All physical Campaign materials must stay on Campus.
 - vi. All campaign posters must be approved and stamped with a seal of the Chief Returning Officer.
 - vii. Each candidate, or designate, must remove their campaign materials from their locations by 4:00 p.m. on the day following the close of polling.
- 3. No candidate may seek, accept, appear to be, or otherwise allow endorsement of their campaign by a third party.
- 4. Social media and websites may be used as an aspect of a candidate's campaign and shall adhere to the following conditions:
 - a. Each candidate must inform the Chief Returning Officer of all social media or electronic components of their campaign and grant access to view such accounts prior to the start of the campaign period.
 - i. All social media accounts and websites can only be made public or active once campaign period has started.
 - ii. During the campaign period, candidates may post freely and openly from their social media accounts without necessitating permission from the Chief Returning Officer, so long as they adhere to the provisions of this Policy. Any material that could be considered Campaign Material, outside of simple text must be approved by the Chief Returning Officer like physical posters would.
 - iii. Personal social media accounts used for campaigning must be followed by the Chief Returning Officer.
- 5. Prior to the start of campaigning, Candidates may announce their candidacy through a generic post approved by the Chief Returning Officer.
- 6. A candidate who wishes to post outside of their personal or campaign page must obtain permission from the Chief Returning Officer prior to posting. The following will be required:
 - a. Written permission from the administrator of the group, thread, or forum;

- b. In the event an administrator cannot be contacted, the Chief Returning Officer will grant permission only if the group is not academic based or focused on an area which is also prohibited in this policy;
- c. In a group where the candidate is the administrator, they will seek permission from the Chief Returning Officer to post in the group. This does not include any groups directly related to the candidates' campaign.

AGREEMENT AND SIGNATURE

As a candidate, I, and anyone campaigning on my behalf, agree to adhere to the election campaign standards outlined above. I have read and understand my responsibilities regarding election advertising and pledge to avoid conduct or promotion that is rude, defamatory, untrue or otherwise unbecoming a candidate of the Graduate Students’ Association Executive Committee. I, and anyone campaigning on my behalf, agree to conduct themselves, at all times during the campaign, in a manner that will not harm or call into disrepute the Graduate Students’ Association election process.

Nominees Name (print)	
Student number	
Signature	
Date	

**Deadline for Completed Nomination packages is:
FRIDAY, February 16, 2024 @ 4:00PM**

All-Candidates Meeting: Friday February 16, 2022 @ 5:00PM

Completed packages should be emailed to the GSA Office at gsa@umgsa.org no later than the deadline stated above.

**GSA EXECUTIVE ELECTION
2024-2025
CANDIDATE'S STATEMENT**

The information provided on this form, along with your photo provided, will be posted on the GSA website to allow graduate students to understand each candidate's priorities and experience prior to the election. The statements may be edited for clarity, grammar, or length.

CANDIDATE'S NAME:	
POSITION:	
GRADUATE PROGRAM:	
THREE PRIMARY CAMPAIGN GOALS AND SPECIFIC STEPS THAT WOULD BE TAKEN TO ACHIEVE THESE GOALS	<ol style="list-style-type: none"> 1. 2. 3.
CANDIDATE'S STATEMENT (150-250 words)	