

# Executive and Officer Policy of the University of Manitoba Graduate Students' Association

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## **Article I: Amendment Procedures**

1. This Executive & Officer's Policy may be amended following the recommendation by a simple majority (50%+1) of the UMGSA Governance & Strategy Committee, followed by a subsequent ratification at a meeting of the Board of Directors with a simple majority (50% + 1).
2. In instances where the UMGSA Governance & Strategy Committee is unable to convene a meeting, the Board of Directors may review and approve changes without earlier recommendation provided they have been provided advanced circulation and receive the support of a simple majority (50% + 1) of board members in attendance.
3. Any proposed amendments to this document must be circulated one week prior to the Board of Directors meeting.
4. 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.
5. This document shall be equal in precedence to any other UMGSA policy and shall not contravene any aspect of the former. In instances of unintentional discrepancy, the legislative hierarchy prescribed by the UMGSA Bylaw shall be adhered to.

## **Article II: Definitions**

1. The terms 'Executive' and 'Officer' shall be interchangeable, all Executive Members shall be Officers of the Association and vice-versa.
2. "HSGSA" means the Health Sciences Graduate Students' Association
3. "UMGSA" means the University of Manitoba Graduate Students' Association.
4. "UM-PDFA" means the University of Manitoba-Post-Doctoral Fellows Association

## Article III: General Responsibilities for Executive Members

1. In addition to the responsibilities outlined in each Executive member's specific job description, all Executives shall:

- a. Post and hold the minimum number of office hours per week, as specified in relevant policy;
- b. Attend all UMGSA Executive, Council, and Board meetings
- c. Submit a written report at each UMGSA Board and UMGSA Council meeting. Further reporting requirements shall be outlined in relevant policy;
- d. Perform other tasks as assigned by the President, UMGSA Executive or Board.
- e. Submit all official UMGSA documents to the relevant UMGSA Staff member for records retention. These include but are not limited to all Meeting Agendas and Minutes, Attendance sheets, and Reports. These documents should be submitted promptly, with sufficient time for them to be reviewed by staff, checked for any errors, and where appropriate ensure a consistent format, particularly before any are sent out to the Board of Directors.
- g. Attend "Consent Culture Training" prior to November 1st of each year.
- h. Advance Equity, Diversity, and Inclusion and Indigenous reconciliation.
- i. Be responsible for ensuring an organizational environment that is free of oppression, racism, homophobia, transphobia, etc)
- j. Assist and lead with all campaigns relevant to their portfolio and assist, where relevant, in the promotion of organization-wide initiatives.
- k. Be responsible, where relevant, for supporting the initiatives of other members of the executive,
- l. Present an annual written report for the AGM, and a transition report to pass on their knowledge and contacts to the next incoming GSA Executive,
- m. Attend all meetings of the UMGSA Council, Executive, Board of Directors, and Committees, as required, by relevant policy,
- n. Attend, Chair, and provide relevant reports on all committees, as required by relevant policy,
- o. Commit to the adherence, and upholding of all organizational documents,
- p. Follow all requisite local, municipal, regional, provincial, federal, and international legislation as is relevant to the course of duties undertaken, from time to time, and,
- q. Review, understand, and sign contractual agreements with the organization that indicate compliance with policies and procedures. The scope of these policies and procedures shall govern aspects of executive responsibility not outlined within this policy. These documents and their corresponding outcomes shall be used by appropriate governing bodies of the UMGSA to ensure accountability and transparency surrounding the work undertaken by the executive. These contracts shall include, but are not limited to:
  - a. Positional Contract
  - b. Conflict of Interest
  - c. Confidentiality
  - d. Solidarity
  - e. Conflict Resolution
  - f. Leaves of Absence
  - g. Executive Attendance, Performance, and Related Expectations

## Article IV: President & Senator

1. The President & Senator is the highest executive of the UMGSA, and responsible for high level management and organization of the association. They supervise, directly or indirectly, all members of staff and executives and hold the highest-level accountability for the organization's performance.
2. The President shall:
  - a. Supervise the day-to-day business of the UMGSA,
  - b. Have signing authority for the UMGSA,
  - c. Be the official spokesperson for the UMGSA,
  - d. Manage staff relations,
  - e. Attend all meetings of the UMGSA,
  - f. Serve as ex-officio, non-voting member of all internal UMGSA committees, except were given specific voting rights as noted in specific committee mandates,
  - 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 requiring graduate student representation,
  - j. Act as the chief executive officer of the association,
  - k. Remain an Officer of the Corporation from the 1<sup>st</sup> day of May after their election until the midnight of the following 30<sup>th</sup> day of April, or in the case of a vacancy, immediately after the ratification of the results by the UMGSA Council until midnight of the following 30<sup>th</sup> day of April,
  - l. Serve as UMGSA Representative on both UM's Board of Governors and Senate, pursuant to UM's Bylaws, policies, and procedures,
  - m. Advocate for graduate student issues at all levels of University government,
  - n. In consultation with the Executive Committee, set and distribute agendas for Executive Committee meetings,
  - o. Provide support to the UMGSA Council Chair, where required,
  - p. Provide support to the UMGSA Board Chair and Vice-Chair, where required,
  - q. Present an annual written report which is satisfactory to the outgoing executive, as well as contribute to the UMGSA web page update,
  - r. Have signing authority for the UMGSA on all accounts set up for the use of the UMGSA,
  - s. Fulfill such other duties as do not properly fall to any other officer, as may be determined by the Board of Directors of the UMGSA,
  - t. Maintain close communication with the Executive Director and with members of the Executive Committee, specifically;
    - a. Assist the Executive Director in supervising the keeping of all necessary financial records of the UMGSA, including but not limited to bills, cheque books and monthly accounting,
    - b. Support the annual development of the UMGSA operating budget and its preparation for approval by the Board prior to the beginning of the new fiscal year,
    - c. Present quarterly financial reports to the Board, to be given at Board meetings held before December 1 and before May 1 of each academic year,
    - d. Provide notice for initiation and completion of the annual audit to the board of directors.
    - e. Ensure financial records are available to any Board member, upon arrangement,
  - u. Keep in regular communication with the Dean of the Faculty of Graduate Studies, the President of the University, and the senior Administration of the University (whenever possible),
  - v. Pursuant to UMGSA legislation, evaluate the performance of the Executive team and staff members,
  - w. Be responsible for leading all recruitment efforts for vacant executive committee positions,
  - x. Recommend, whenever the role is vacant, an Executive Vice-President for ratification by the Executive Committee,
  - y. Normally call to order at least two UMGSA Executive Committee meeting per month,
  - z. Coordinate appointments to external committees,

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- aa. Be prepared to perform duties of any of the Vice-President's (except for the Vice-President, Health Sciences and/or the Vice-President, Postdoctoral Affairs) in case of illness, schedule conflict, etc., on an interim basis,
  - bb. Comply with and adhere to all stipulations as outlined in Article III of this policy.
3. The President, in coordination with the Executive Vice-President and the Executive Director shall:
    - a. Keep full and accurate account of all receipts and disbursements of the UMGSA in the proper books of account, disburse the funds of the UMGSA, under the direction of the Executive of the UMGSA, and provide to the Executive of the UMGSA at the regular meetings an account of all transactions conducted, and of the financial position of the UMGSA,
    - b. Be responsible for policy surrounding the procurement of any projects of the UMGSA,
    - c. Set-up and actively participate in regular meetings (normally one per term) with the University of Manitoba Senior Administration.
  4. Absence of the President
    - a. In the absence of the President, their roles and responsibilities shall normally be filled by the Executive Vice-President until such a time as the vacancy can be fill the vacancy in accordance with the UMGSA Bylaw and other relevant documentation.
  5. Additional Senate Responsibilities as Senator the President shall:
    1. Be jointly elected as a voting member of senate,
    2. Attend all Senate and Student Senate Caucus meetings,
    3. Serve on at least one Senate Committee,
    4. Represent the interests of all graduate students and the UMGSA to the Senate and on Senate Committees,
    5. Ensure that one of the UMGSA Senators attends each HSGSA Council meeting, normally the Vice-President, Health Sciences or designate,
    6. Work with other UMGSA Senators to ensure a Senate' Report is written and presented at each UMGSA Council meeting,
    7. 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,
    8. Attending all meetings and functions as required by the University Senate,
    9. Determining, in conjunction with the other UMGSA Senators, who shall sit on which committees of the university senate, including who shall serve as Co-Chair of the Student Senate Caucus,
    10. Providing oversight, in conjunction with the other UMGSA Senators and the Executive Director, of graduate student representation on Senate Committees.
  6. Additional Board of Governors Responsibilities
    1. Shall attend all meetings and functions as required by UM's Board of Governors,
    2. Liaise with other members of the Board, where required,
    3. Communicate concerns of graduate students to the Board and ensure that issues are appropriately raised and addressed.
  7. Performance Appraisal and Remuneration
    - a. The President shall have their performance evaluated and receive compensation pursuant to this performance, as outlined in relevant UMGSA legislation.
    - b. The role of the President shall normally require a minimum of eighty to one hundred (80-100) hours per month for the duration of the appointment. Additional commitment may be required at various times throughout the term.
  8. Vacancies
    - a. Vacancies in the role of President shall be filled pursuant to the UMGSA Bylaw and any other relevant UMGSA legislation.

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## Article V: Vice-President, Academic Affairs & Senator

1. The Vice-President, Academic Affairs & Senator (VPAA) is responsible for the more internally focused advocacy aspects of the UMGSA at UM. The role encompasses high level advocacy, policy, and funding disbursements along with elements of event planning, finance, and operations management.
2. The Vice-President, Academic & Senator (VPAA) shall:
  1. Have signing authority for the UMGSA,
  2. Serve as a UMGSA Senator,
  3. Normally serve as Co-Chair the Student Senate Caucus, unless designated otherwise, alongside the representative from UMSU,
  4. Advocate for students on academic issues,
  5. Plan, where required, the UMGSA Awards Luncheon,
  6. Organize academic workshops and the speaker series events held on campus,
  7. Support the President in liaising between the UMGSA and the Faculty of Graduate Studies,
  8. Serve on the Faculty of Graduate Studies Executive Committee and Council,
  9. Assume responsibility on matters of university discipline as they concern the membership of the UMGSA and sit on any Local Discipline Committee in the capacity of Student Advocate,
  10. 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,
  11. Handle academic and university policy related needs of the graduate student membership when applicable.
  12. Advocate the association's interests to the Senate and any other committees of the University of which the VPAA is a member, or whom the VPAA has an opportunity to address, in conjunction with the President,
  13. Identify and address key issues affecting students, including but not limited to academic policies, campus facilities, and student services, in collaboration with relevant stakeholders within the university,
  14. Overseeing the research and policy development of UMSU to be utilized in advocacy efforts to the university and updating UMSU's position statements book accordingly,
  15. Coordinate the process of awarding regular and special UMGSA grants, in partnership with FGS,
  16. 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,
  17. Shall assist with all campaigns relevant to their portfolio,
  18. Will maintain close communication with the Executive Director and with members of the Executive Committee,
  19. Support any additional Committees or Sub-Committees, as relevant, that may be established, from time to time.
  20. Comply with and adhere to all stipulations as outlined in Article III of this policy.
1. Additional Senate Responsibilities, as Senator the VPAA shall:
  1. Be jointly elected as a voting member of senate,
  2. Attend all Senate and Student Senate Caucus meetings,

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3. Serve on at least two Senate Committees,
  4. Represent the interests of all graduate students and the UMGSA to the Senate and on Senate Committees,
  5. Ensure that one of the UMGSA Senators attends each HSGSA Council meeting, normally the Vice-President, Health Sciences or designate.
  6. Work with other UMGSA Senators to ensure a Senate' Report is written and presented at each UMGSA Council meeting,
  7. Attending all meetings and functions as required by the University Senate,
  8. Determining, in conjunction with the other UMGSA Senators, who shall sit on which committees of the university senate, including who shall serve as Co-Chair of the Student Senate Caucus.
5. Performance Appraisal and Remuneration
- a. The VPAA shall have their performance evaluated and receive compensation pursuant to this performance, as outlined in relevant UMGSA legislation.
  - b. The role of the VPAA 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.
6. Vacancies
- a. Vacancies in the role of VPAA shall be filled pursuant to the UMGSA Bylaw and any other relevant UMGSA legislation.

## Article VI: Vice-President, Equity & Inclusion

1. The Vice-President, Equity and Inclusion (VPEI) is responsible for leading the organization components of the association centering on initiatives that focused on addressing and advancing the principles of equity, inclusion, anti-oppression, anti-racism, anti-ableism, and countering homophobia/transphobia. They assist in transforming the UMGSA and its advocacy efforts to counter the systemic, institutional, and individual marginalizations and oppressions facing equity deserving groups.
2. The Vice-President, Finance and Administration (VPEI) shall:
  1. Represent equity-deserving groups within the UMGSA membership, leading transformations and partnering closely with the Office of Equity Transformation at the University of Manitoba,
  - b. Be a member of one or more of the equity-deserving groups, as defined by the University of Manitoba, alongside the UMGSA, that they seek to represent,
  - d. Assist the Vice-President, Events & Clubs in developing events, activities, or safe spaces to foster greater and positive communication, connections, unity among equity-deserving groups and also between equity-deserving groups and the University of Manitoba Graduate & Postdoctoral community at large,
  - e. Be deeply committed to the work of Equity, Diversity, Inclusion (EDI) alongside principles of Accessibility, Decolonization, and Justice.
  - f. Take an intersectional approach and lens to all EDI work undertaken by the UMGSA,
  - e. Serve as a resource to the UMGSA Equity and Inclusion Committee, and when required serve as Chair. They shall also support any additional Committees or Sub-Committees, as relevant, that may be established, from time to time,
  - f. Recommend and appoint an Associate Vice-President (AVP), Indigenous, if they do not hold this identity,
  - f. Keep the Officers and Directors apprised of all upcoming initiatives of any organization related to this portfolio (i.e. EDI, Indigenous Initiatives, etc), and shall take up any corresponding responsibilities.
  - g. Actively listen to the recommendations of all members of the committees outlined above, and will assist in providing leadership and support while ensuring the development of, a set of objectives to accomplish during the year,
  - h. Meet with senior management at the University of Manitoba, whose responsibilities intersect with the identities and concerns of members of the UMGSA who identify as members of an equity-deserving group(s), on a regular and ongoing basis,
  - i. Seek out support for executing campaigns and projects; and provide a voice for the needs of UMGSA membership needs, specifically pertaining to equity-deserving lived experience,
  - i. Be charged with the responsibility of establishing and maintaining active communication and positive relationships with various stakeholders at the University of Manitoba,
  - o. Normally be the offered first consideration for membership on any committees, groups or task forces struck by the university focusing on issues of equity, diversity, inclusion, decolonization and indigenization.
  - p. Support full-time staff by providing oversight on the development of content and advertising for the UMGSA Student Planner for the following school year. The VPEI will support, when needed, UMGSA Office Staff who contribute graphics, layout, and printing,
  - q. Assist, when required, human resource matters of the association, in conjunction with the Executive Director, the President, and the Human Resources Committee of the Board of Directors,
  - r. 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,
  - s. Shall assist with all campaigns relevant to their portfolio,
  - t. Participate in the organization and operation of community support initiatives,

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- u. Will maintain close communication with the Executive Director and with members of the Executive Committee,
  - v. Support any additional Committees or Sub-Committees, as relevant, that may be established, from time to time,
  - w. Comply with and adhere to all stipulations as outlined in Article III of this policy.
3. Performance Appraisal and Remuneration
- 1. The VPEI shall have their performance evaluated and receive compensation pursuant to this performance, as outlined in relevant UMGSA legislation.
  - 2. The role of the VPEI 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 VPEI shall be filled pursuant to the UMGSA Bylaw and any other relevant UMGSA legislation.

## Article VII: Vice-President, Events & Clubs

1. The Vice-President, Services and Supports (VPEC) is responsible for all the planning, development, and execution of UMGSA led events and engagement opportunities for graduate students. With appropriate staff support, they provide short, medium, and long-term leadership for UMGSA initiatives along with additional responsibilities around budgeting, resource allocation, and broader based planning providing critical leadership and execution of the UMGSA's engagement efforts.
2. The Vice-President, Services and Support (VPEC) shall:
  1. Have signing authority for the UMGSA,
  2. Liaise with various organizations to provide events and opportunities for graduate students and post-doctoral fellows,
  3. Act as a representative, when required, and campus events,
  4. Support the Marketing, Communication, and Events Coordinator (MCEC), when required, for undertaking any organizational events or activities,
  5. Collaborate with the Office Staff, as well as other Executive Committee members, on the UMGSA Student Planner,
  6. Plan and organize all UMGSA Orientation socials,
  7. Plan and organize UMGSA Orientation lectures and presentations,
  8. Be responsible for 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,
  9. Develop an annual events calendar for all UMGSA sponsored and managed events for the course of their term of office,
  10. Be responsible for planning, organization, and attendance verification of “Consent Culture Training” with UMSU’s Justice for Women and/or Health and Wellness services of the University of Manitoba,
  11. Support UMGSA Staff in ensuring both UMGSA Councilors and Board Members are provided with information about “Consent Culture Training” requirements and training availability prior to September 1<sup>st</sup>,
  12. Oversee all activities between UMGSA and UMGSA recognized student clubs, student associations, and other associations,
  13. Serving as the lead for fall and winter orientation and UMGSA events in conjunction with all other executives.
  14. Serve as a liaison between UMGSA and Student Associations,
  15. Shall assist with all campaigns relevant to their portfolio,
  16. Participate in the organization and operation of community support initiatives,
  17. Will maintain close communication with the Executive Director and with members of the Executive Committee,
  18. Support any additional Committees or Sub-Committees, as relevant, that may be established, from time to time,
  19. Comply with and adhere to all stipulations as outlined in Article III of this policy.
3. Performance Appraisal and Remuneration
  1. The VPEC shall have their performance evaluated and receive compensation pursuant to this performance, as outlined in relevant UMGSA legislation.
  2. The role of the VPEC 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 VPEC shall be filled pursuant to the UMGSA Bylaw and any other relevant UMGSA legislation.

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## Article VIII: Vice-President, External Affairs & Senator

1. The Vice-President, External & Senator (VPEA) is responsible for the more externally focused advocacy aspects of the UMGSA, typically positioned towards other external groups and governments. The role involves externally facing policy, lobbying, and advocacy along with elements of event planning, finance and operations management.
2. The Vice-President, External & Senator (VPEA) shall:
  1. Represent the membership of UMGSA to municipal, provincial, and federal levels of government on all matters pertaining to students, in conjunction with the President,
  2. Plan and execute all campaigns of the Manitoba Students' Advocacy Network (MSAN) at the University and represent the UMGSA at those meetings,
  3. Plan and execute campaigns related to initiatives planned by associations UMSG is apart of and represent the UMGSA at related meetings and events,
  4. Be charged with the responsibility of establishing and maintaining active communication with Graduate Student Associations external to the University of Manitoba,
  5. Be charged with the responsibility of establishing and maintaining active communication and positive relationships with organizations external to UM, as may be deemed advantageous by the Executives of the UMGSA,
  6. Support, in conjunction with the President, the research and policy development of UMGSA to be utilized in lobbying efforts to all levels of government,
  7. Keep the Executive and Councilors apprised of all upcoming initiatives of any organization of which the UMGSA, or its members, are a member (i.e. MSAN, CUPE, etc.),
  8. Support the President in representing the UMGSA to the external community,
  9. Support the President, in establishing partnerships and agreements with organizations external to the university,
  10. Lead efforts in governmental relations, policy development, and representing student concerns to provincial, federal, and municipal authorities,
  11. 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,
  12. Assist with all campaigns relevant to their portfolio,
  13. Participate in the organization and operation of community support initiatives,
  14. Will maintain close communication with the Executive Director and with members of the Executive Committee,
  15. Support any additional Committees or Sub-Committees, as relevant, that may be established, from time to time,
  16. Comply with and adhere to all stipulations as outlined in Article III of this policy.
3. Additional Senate Responsibilities, as Senator the VPEA shall:
  1. Be jointly elected as a voting member of senate,
  2. Attend all Senate and Student Senate Caucus meetings,
  3. Serve on at least two Senate Committees,
  4. Represent the interests of all graduate students and the UMGSA to the Senate and on Senate Committees,
  5. Ensure that one of the UMGSA Senators attends each HSGSA Council meeting, normally the Vice-President, Health Sciences or designate.
  6. Work with other UMGSA Senators to ensure a Senate' Report is written and presented at each UMGSA Council meeting,
  7. Attending all meetings and functions as required by the University Senate,
  8. Determining, in conjunction with the other UMGSA Senators, who shall sit on which committees of the university senate, including who shall serve as Co-Chair of the Student Senate Caucus,

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4. Performance Appraisal and Remuneration
  1. The VPEA shall have their performance evaluated and receive compensation pursuant to this performance, as outlined in relevant UMGSA legislation.
  2. The role of the VPEA 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.
  
5. Vacancies
  1. Vacancies in the role of VPEA shall be filled pursuant to the UMGSA Bylaw and any other relevant UMGSA legislation.

## Article IX: Vice-President, Health Sciences

1. The Vice-President, Health Sciences (VPHS) is responsible for ensuring effective communication between the Fort Garry, Bannatyne and St. Boniface Research Centre student bodies. They provide representation for students represented by the Health Sciences Graduate Student Association (HSGSA), ensuring effective divisional representation through ongoing partnership with members of the UMGSA Executive.
2. The Vice-President, Health Sciences (VPHS) shall:
  1. Unless under extenuating circumstances, normally be the President of the Health Sciences Graduate Student Association (HSGSA) as nominated by the HSGSA Executive Committee prior to the start of the elected term (May 1<sup>st</sup>-April 30<sup>th</sup>),
  2. The VPHS may only be designated to another member of the HSGSA Executive Committee upon recommendation of the HSGSA President and approval by the UMGSA Executive Committee or at the request of the UMGSA Executive through a simple majority vote (50%+1),
  3. For short term absences, normally delegate the HSGSA Vice-President, Internal as responsible for fulfilling the duties of the UMGSA VPHS, pursuant to final approval by the UMGSA Executive. For long term or permanent absences, the role shall receive a new nomination from the HSGSA Executive, pursuant to final approval by the UMGSA Executive. For performance related absences or vacancies, the UMGSA Executive will request an alternate representative from the HSGSA Executive and provide final approval to that nominee. In all instances, definitions and further processes associated with terms, short term absences, long term absences, permanent absences and performance related absences or vacancies.
  4. In all instances where this role is delegated, all other role requirements will apply to the designee. Additionally, all instances of delegation are intended to address absences that arise during the term of UMGSA VPHS and shall not be used as a mechanism to absolve a representative of their responsibility owing to a lack of interest or engagement.
  5. Represent the HSGSA within the UMGSA Executive Committee,
  6. Provide, and lead conversations within the UMGSA regarding initiatives and engagement at the Bannatyne and St. Boniface Research Centre campuses,
  7. Sit on all designated internal committees of the HSGSA,
  8. Serve, when required, on the Faculty of Graduate Studies Executive Committee and Council,
  9. Engage and correspond with the Faculty of Graduate Studies, when required, to plan the Bannatyne and St. Boniface new student orientation with assistance from other members of the HSGSA Executive,
  10. Perform all tasks assigned by the UMGSA Executive and Council or HSGSA Executives and Council, as approved by the UMGSA,
  11. Shall assist with all campaigns relevant to their portfolio,
  12. Participate in the organization and operation of community support initiatives,
  13. Will maintain close communication with the Executive Director and with members of the Executive Committee,
  14. Support any additional Committees or Sub-Committees, as relevant, that may be established, from time to time,
  15. Comply with and adhere to all stipulations as outlined in Article III of this policy.
3. Additional Senate Responsibilities, as UMGSA Senate Assessor the VPHS shall:
  1. Be a non-voting assessor of the UM Senate,
  2. Attend all Senate and Student Senate Caucus meetings,
  3. Serve on at least one Senate Committee,
  4. Represent the interests of all graduate students within the Health Sciences as they relate to the roles and responsibilities of UM Senate to relevant UMGSA groups, as well as to the Senate and Senate Committees,

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5. Normally attend HSGSA Council meetings on behalf of the UMGSA, and provide a report on recent UM Senate activity,
  6. Work with other UMGSA Senators to ensure a Senate' Report is written and presented at each UMGSA Council meeting,
  7. Attending all meetings and functions as required by the University Senate,
  8. Determining, in conjunction with the other UMGSA Senators, who shall sit on which committees of the university senate, including who shall serve as Co-Chair of the Student Senate Caucus,
  9. The role of Senate Assessor may be delegated to another member of the HSGSA Executive Committee, upon recommendation by the HSGSA President and approval by the UMGSA Executive Committee.
  10. In instances where this role is delegated, all other role requirements will apply to the designee,
  11. Shall assist with all campaigns relevant to their portfolio,
  12. Participate in the organization and operation of community support initiatives,
  13. Will maintain close communication with the Executive Director and with members of the Executive Committee,
  14. Support any additional Committees or Sub-Committees, as relevant, that may be established, from time to time,
4. Performance Appraisal and Remuneration
    1. The VPHS shall have their performance evaluated and receive compensation pursuant to this performance, as outlined in relevant UMGSA legislation.
    2. The role of the VPHS 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.
5. Vacancies
    1. Vacancies in the role of VPHS shall be filled pursuant to the UMGSA Bylaw and any other relevant UMGSA legislation.



## Article X: Vice-President, Postdoctoral Affairs

1. The Vice-President, Postdoctoral Affairs (VPPA) is responsible for ensuring effective communication between the Postdoctoral Fellows and the graduate student communities at the University of Manitoba. They provide representation for students represented by the University of Manitoba Post Doctoral Fellows Association (UM-PDFA), ensuring effective divisional representation through ongoing partnership with members of the UMGSA Executive.
2. The Vice-President, Health Sciences (VPPA) shall:
  1. Assist the President in ensuring effective representation for postdoctoral fellows within the UMGSA and the broader campus community.
  2. Lead UMGSA planning and execution of various events, in partnership with the UM-PDFA,
  3. Support the revision, where required, and in consultation with the UM-PDFA of any relevant legislation,
  4. Partner with the Vice-President, Events & Clubs (VPEC) to integrate Postdoctoral Fellows into relevant UMGSA programing.
  5. Provide an update/report to the UMGSA Executive, Council of Board of Directors, when required, on information surrounding the UMGSA's efforts focused on partnership and inclusion of UM-PDFA into the UMGSA.
  6. Maintain close communication with the President, meeting on an as needed basis.
  7. Act as a resource for the any UMGSA committees to support discussions, initiatives, and decisions around engagements with Postdoctoral Fellows, specifically the UMGSA Executive Committee.
  8. Act as an information conduit between the executives of the UMGSA and UM-PDFA
  9. Attend meetings of UMGSA Executive and/or Council, where required.
  10. Be expected to assume the inaugural role of Vice-President, Postdoctoral Affairs (VPPA) following successful motions at the respective AGMs of both UMGSA and UM-PDFA
  11. Perform additional duties as may be required by the President or the UMGSA Executive Committee, pursuant to the limitations of the UMGSA Executive and Officers Policy.
  12. Perform all tasks assigned by the UMGSA Executive and Council or HSGSA Executives and Council, as approved by the UMGSA,
  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,
  17. Comply with and adhere to all stipulations as outlined in Article III of this policy.
3. Performance Appraisal and Remuneration
  1. The VPHS shall have their performance evaluated for feedback, learning and development, as outlined in relevant UMGSA legislation.
  2. The role of the VPHS shall normally require a minimum of ten to twenty (10-20) 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 VPPA shall be filled pursuant to the UMGSA Bylaw and any other relevant UMGSA legislation.

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## Article XI: Executive Vice-President (EVP)

1. The Executive Vice-President (EVP) is responsible for supporting the ongoing succession planning within UMGSA. Annual turnover among organizational executives remains high, as does the frequency of shifts in priorities and capacities. The EVP provides stability in leadership and oversight within the association. They act as the immediate alternate to the President in times of short and long-term need in addition to any other succession planning needs within the Executive Committee specifically and the UMGSA more broadly.
2. The Executive Vice-President (EVP) shall:
  1. Be defined and developed within the context of the needs of the Executive Committee, UMGSA and/or the University's requirements at different times,
  2. Provide support to the President regarding the responsibilities as the demands of the Association and University require,
  3. Not constitute an additional officer or member of the executive. EVP is an additional title and role that is given to another member of the executive committee, much like that of a Vice-Chair,
  4. Be an addition to the role currently performed by the selected member of the executive committee.
  5. Not receive any additional remuneration to that currently provided,
  6. Act as the Vice-Chair of both the Officers and the Executive Committee and shall chair all meetings of the Officers and the Executives, in conformity with the UMGSA Bylaws should the President be absent.
  7. Support the UMGSA Council, and should the President be required to chair but unable to do so then the EVP shall chair any such meetings of the UMGSA Council in conformity with the UMGSA Bylaws,
  8. Support the management of the Annual General Meeting (AGM), as well as any Special General Meetings (SGM's) of the GSA, and should the President be required to chair but unable to do so then the EVP shall chair any such meetings of the membership, in conformity with the UMGSA Bylaws should the President be absent,
  9. Work collaboratively with the President, supporting them to ensure the effective functioning of the UMGSA including:
    - a. Supporting facilitation of all meetings Chaired by the President,
    - b. Encouraging input and ensuring that all Executive and Councillors can share perspectives regarding debate or discussion,
    - c. Encouraging all members to participate and limiting opportunities for specific executive or councillors to dominate discussion,
    - d. Assisting in broadening, developing, and reaching consensus and various topics of discussion,
    - e. Facilitating relationships with, and communication among Executive and Councillors,
    - f. Establishing relationships with individual members of the Executive and Council to ensure that each member contributes their special skill and expertise effectively.
    - g. Assist the President and Executive Director, where required, in supervising the keeping of all necessary financial records of the UMGSA, including but not limited to bills, cheque books and monthly accounting,
    - h. Assist the President and Executive Director, where required, in the annual development of the UMGSA operating budget and its preparation for approval by the Board prior to the beginning of the new fiscal year,
    - i. Assist the President and Executive Director, where required, in presenting quarterly financial reports to the Board, to be given at Board meetings held before December 1 and before May 1 of each academic year,

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10. Act as spokesperson on behalf of the UMGSA or representative of the UMGSA at meetings or events (including convocations), at the request of the President or when the President is unable for any reason to perform their duties,
  11. Assume the role of Chief Financial Officer acting as one of the designated signing authorities of the UMGSA, if not already given signing authority under the mandate of their respective Vice-Presidential portfolio,
  12. Carry out any financial responsibilities as designated by the President, Executive Committee or UMGSA Council,
  13. Serve, if required, as the UMGSA Representative on the University of Manitoba Board of Governors, upon confirmation by the UMGSA President.
  14. Discharge all of the duties of the President, in the event that the President unable to perform their duties for any reason, until the return of the President or the invocation of the processes for addressing Presidential Absences as outlined in Sections 12 and 13 of this policy,
  15. Performing any other responsibilities as assigned by the President, the Executive Committee or UMGSA Council,
  16. Act as a direct alternate authority to the President and share responsibility, where requested or required, for the daily affairs of the UMGSA.
  17. Serve as the official representative of the UMGSA, on behalf of the President, at meetings, that are delegated by the President,
  18. Shall assist with all campaigns relevant to their portfolio,
  19. Participate in the organization and operation of community support initiatives,
  20. Will maintain close communication with the Executive Director and with members of the Executive Committee,
  21. Support any additional Committees or Sub-Committees, as relevant, that may be established, from time to time,
  22. Comply with and adhere to all stipulations as outlined in Article III of this policy.
3. Qualifications of the EVP:
1. To be eligible to serve as EVP an individual shall:
    - a. Be a current member of the executive,
    - b. Maintain their current portfolio while fulfilling the additional appointment,
    - c. Not be an ex-officio staff member of the executive committee (Executive Director, etc)
4. Appointment of the EVP:
1. The EVP is to be nominated by the sitting President and confirmed by the Executive Committee. Normally this will take place at the first Executive Committee meeting of the term, or at the first meeting of the Executive Committee following a vacancy in the role of EVP.
  2. The UMGSA Council will normally be notified of the appointment of an EVP at the next meeting following the appointment.
5. Term of Office of the EVP:
1. The EVP's term shall normally be one (1) year, correspond to the term of office for the current executive running from May 1<sup>st</sup> until April 30<sup>th</sup> of the following year.
  2. The term of the EVP may be renewed, upon approval of the executive committee, provided that the member seeking renewal is a returning member of the executive committee.
  3. The term of the EVP may not be extended.
5. Performance Appraisal and Remuneration
1. The EVP shall have their performance evaluated in addition to their role as a Vice-President. They shall not receive any additional compensation for the role of EVP.
  2. The role of the EVP shall normally require an additional commitment of ours, consummate with workload, as determined in consultation with the President. Additional commitment may be required at various times throughout the term.

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6. Vacancies:

1. The EVP may resign from their position at any time without impacting their role as a Vice-President of the association. Resignations should be in written form and given with two weeks of notice.
2. An individual may be removed from their role upon recommendation by the President and a simple majority vote of the UMGSA Executive Committee.
3. The UMGSA Council will normally be notified of the removal of an EVP at the next meeting following the removal.

## Article XII: Past-President

1. To be eligible for appointment the Past-President must be the most immediate previous occupant of the role of President of the UMGSA. Individuals will provide specific support and knowledge to the President during the initial part of their term of office and execute specific functions and actions as determined by the Executive Committee upon recommendation on the current President. The appointment shall normally be for a fixed term.
  - a. The appointed Past-President shall be selected based on their involvement with and the joint interest of both parties for additional knowledge transfer beyond the executive transition period.
  - b. The Past-President must support but defer to the current President for all decision making.
  - c. The appointment of the Past-President shall begin at the start of a new Executive term and shall normally not exceed six (months) as specified by the Executive Committee.
  - d. The Past-President shall normally attend all UMGSA Council, Board, and Executive Committee meetings for the duration of their contract, at the request of the President.
  - e. The Past-President shall provide operational and strategic advice based on their experience.
  - f. The contract of the Past-President may be terminated early if they have not reasonably fulfilled the outlined duties.
  - g. Removal of the Past-President requires a simple majority vote of the Board of Directors.
  
9. Performance Appraisal and Remuneration
  - a. The Past-President shall have their performance evaluated and receive compensation pursuant to this performance, as outlined in relevant UMGSA legislation.
  - b. The role of the Past-President shall normally require a minimum of twenty to thirty (20-30) hours per month for the duration of the appointment. Additional commitment may be required at various times throughout the term.
  
10. Vacancies
  - a. Vacancies in the role of Past-President shall be filled pursuant to the UMGSA Bylaw and any other relevant UMGSA legislation.

## Article XIII: Associate Vice-Presidents

1. Associate Vice-Presidents (AVP's) shall be appointed to execute specific functions and actions underneath the portfolio of a specific member of the executive and shall be accountable to that executive and the rest of the Executive Committee. They shall serve at the discretion of the Executive Committee, with further limitations and responsibilities outlined.
2. All Associate Vice-President's shall:
  1. Have a specific policy written, as an amendment to this policy (i.e. Appendix #-Position Title) that shall be active for the duration of that year's term of office (May 1<sup>st</sup>-April 30<sup>th</sup>). All AVP positions expire automatically at midnight on April 30<sup>th</sup> and must be reestablished by the subsequent executive during their term of office.
  2. Address additional requirements of members of the executive team, beyond those that are prescribed specifically within their individual job descriptions. Such responsibilities may shift from year to year and respond to needs of a specific moment and a specific team.
  3. Supplement specific skillsets and experiences to round out those within the executive committee so that they can further support the association, its members, as well as the associations initiatives more broadly.
  4. Not fulfill any statue responsibility of an executive member, which is any responsibility set and outlined within an executive member's job description.
  5. Hold office based on the confidence of the executive committee member to whom they report, who in turn reserve the right to recommend dismissal of the appointee, to the executive committee, if there are concerns of misconduct, inaction, misuse of role or any other potential liability for the association.
  6. The Executive Committee, by a two-thirds (2/3rds) majority vote, may dismiss any AVP if there are concerns about their misconduct, inaction, misuse of role or any other potential liability for the association. They may do so with or without a recommendation from the AVP's supervisor.
  7. Receive no monetary compensation for their work, either directly or indirectly.
3. Creation of an AVP:
  1. Once elected, the incoming executive team shall identify which AVP positions would be effective and necessary for the coming term. Any member of the executive team seeking to have an AVP appointed to support their portfolio must justify this need to the rest of the executive team.
  2. The Executive Committee reserves the right to adjust the mandate of any AVP, at any time during their term of office, so long as those adjustments do not conflict with Article XII, Section 2.4 of this document.
4. Recruitment
  1. Recruitment and Appointment of an Associate Vice-President shall be undertaken under in accordance with relevant UMGSA Policies and/or Procedures.
5. Reporting and Accountability
  1. Each AVP shall report directly to their corresponding executive committee member, who in turn shall be specifically responsible for their conduct.
  2. Accountability for actions of a specific AVP remain with the member of the executive committee to whom they report, while broadly with the whole of the UMGSA Executive Committee.
8. Vacancies
  1. Should a vacancy in an AVP position occur, it shall be up to the executive member to whom they reported, with affirmation by the Executive Committee, to determine whether the position shall be refilled.
  2. If it is determined that the position shall be refilled the process shall follow Article XII Section 4 of this document.

9. Renewal

1. Individuals serving in an AVP role shall be eligible for reappointment but must go through the processes outlined in this document, and any additional requirements required by the corresponding year's executive. At no point shall the term of an AVP bridge terms of the executive committee without a formal reappointment from the committee.

10. Limitation

1. No AVP shall jointly serve as a program representative on the UMGSA Council or as a member of any UMGSA committee, except in cases where they have been assigned as a resource or support. They may not serve as a voting member or student-at-large on one of the Associations committees, commissions, or any other appointed or assembled bodies. Current members of any such bodies shall be eligible to be appointed an AVP but are required to resign from any other role prior to being appointed an AVP of the UMGSA.

## **Article XIV: Executive Director**

1. The Executive Director (ED) shall be the most senior staff role within the UMGSA and shall be accountable at a high level to Council and the Executive Committee and to the President on an ongoing, day-to-day basis. They are the ultimate authority for all staff responsibilities and fall under the UMGSA Collective Agreement. Further specificity on their role is provided within their Job Description and the Collective Agreement.
2. The Executive Director shall:
  1. Serve as ex-officio, non-voting member of the Executive Committee,
  2. Act as the Secretary of the Executive Committee and may delegate these responsibilities to another member of staff,
  3. Serve as ex-officio, non-voting member of Council, and any other committees of the association,
  4. Act as the Secretary of the UMGSA Council and any committees or sub-committees and may delegate these responsibilities to another member of staff,
  5. Provide a report on operations at regular meetings of UMGSA Council and the Executive Committee.



## **Article XV: Corporate Secretary**

1. The Corporate Secretary (CS) shall be the responsible for recording and distributing the information and outcomes related to various governing bodies within the UMGSA. The role may be held concurrently with that of the ED, but may also be delegated by the ED. The role shall appointed by the Board of Directors and be accountable conceptually to the Board but in practice to the Executive Director on an ongoing, day-to-day basis.
2. The Corporate Secretary shall:
  1. Serve as ex-officio, non-voting member of the Executive Committee, Council, and Board of Directors,
  2. Serve as ex-officio, non-voting member of all Board and Council committees of the association,
  3. Take record of all meetings, as requested, and submit those records for approval and a following meeting of that specific group.

## Article XVI: Executive Advisor

- h. An Executive Advisor (EA) can be appointed by the Executive Committee for a limited period.
- i. The appointed Executive Advisor shall be selected based on their past experience with the UMGSA or a comparable organization, and their ability to cooperate with the UMGSA Executive.
- j. The appointment of an Executive Advisor shall begin at the start of a new Executive term and should last between 1 and 4 months, as specified by the Executive Committee.
- k. The Executive Advisor will normally attend all UMGSA Council and Executive Committee meetings for the duration of their contract.
- 5. The Executive Advisor shall provide operational and strategic advice based on their experience.
- 6. An Executive Advisor contract can be terminated if1 they have not reasonably fulfilled the outlined duties.
- 7. Termination of an Executive Advisor contract requires a majority vote by the Executive Committee.

## Article XVII: Membership and Voting Rights

1. All Elected Members of the Executive Committee shall have full voting rights at the Executive Committee, Council and Board of Directors of the UMGSA, unless noted elsewhere within specific committee mandates. Those members will full voting rights across both bodies are:
  1. President & Senator
  2. Vice-President, Academic Affairs & Senator (VPAA)
  3. Vice-President, Equity & Inclusion (VPEI)
  4. Vice-President, External Affairs & Senator (VPEA)
  5. Vice-President, Events & Clubs (VPEC)
  6. Vice-President, Health Sciences (VPHS)
  7. Vice-President, Postdoctoral Affairs (VPPA)
2. The following members shall serve as ex-officio, non-voting members of the Executive Committee, Council and Board of Directors of the UMGSA:
  1. Executive Vice-President (EVP)
  2. Executive Director (ED)
  3. Past-President (PP)
  4. Corporate Secretary (CS)
3. The following members shall serve as non-voting resource members of the Executive Committee, Council and Board of Directors of the UMGSA only when their positions indicate, or when approved on a case-by-case basis by the Executive Committee:
  1. Executive Advisor (EA)
  2. Any Associate Vice-President (AVP)