



ANNUAL GENERAL MEETING

November 18st, 2020
Virtual Meeting
5:30 pm



University of Guelph Graduate Students' Association
UC Level 5 | gsa@uoguelph.ca | 519.824.4120 Ext. 56685 & 53314
www.uoguelph.ca/gsa/ | gsaplanner.uoguelph.ca/ |  



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Agenda

Quorum 100 Votes – Electronic (signed) Proxies due 12:00 p.m. on November 18 - send to:
gsa@uoguelph.ca

5:30 p.m. Call to Order – Chair

Territorial Acknowledgement

We acknowledge that the University of Guelph resides on the ancestral lands of the Attawandaron people and the treaty lands and territory of the Mississaugas of the Credit. We recognize the significance of the Dish with One Spoon Covenant to this land and offer our respect to our Anishinaabe, Haudenosaunee and Métis neighbours as we strive to strengthen our relationships with them.

Today, this gathering place is home to many First Nations, Métis and Inuit peoples and acknowledging them reminds us of our important connection to this land where we learn and work.

Opening Remarks and Meeting Format – Chair, Victoria Bali

5:35 p.m. Approval of Agenda

MOTION #1: B.I.R.T. the AGM Agenda for November 18, 2020, be approved as presented.

5:40 p.m. Auditor/Accountant

MOTION #2: B.I.R.T. the Chartered Accounting firm of Robinson Lott & Brohman, be ratified for the fiscal year May 1, 2020 to April 30, 2021.

5:45 p.m. Executive Report/By-Law Amendments

President: Nicole Berardi – gsapres@uoguelph.ca

- Annual GSA 2019/2020 Report Presentation
- GSA Constitution & By-Laws Presentation

MOTION #3: B.I.R.T. the Amendments to the Graduate Students' Association Constitution & By-Laws be accepted as presented.



6:00 Question Period/Open Forum

6:10 Miscellaneous/Business Arising

6:20 Prizes & Adjournment

Proxy forms **MUST BE SIGNED** – e-mail to gsa@uoguelph.ca no later than 12:00 p.m.
November 18, 2020



Executive & Staff Reports

President Report – Nicole Berardi

Hello General Directors and GSA Members,

I hope that everyone's semester is going as well as it can, given the current pandemic. I know this can be a busy time of year for everyone, I hope everyone is remembering to take breaks and be easy on yourself during this unprecedented time.

In light of the pandemic, the GSA had to postpone 2019-2020 Annual General Meeting (AGM) that normally takes place in March as we learned how to navigate the switch to a virtual platform. At the AGM the GSA Executives give a more detailed report, highlighting much of the work they did during the term. Given the postponement of the 2019-2020 AGM, the previous executives did not have the opportunity to share their overall term report. I was on the Executive last term as the VP Internal, and therefore I will provide a brief overview of some of the accomplishments of the previous Executive Committee. Before I do so, I want to sincerely thank the hard work of the previous executive – David Said, President and CEO; Melanie Davis, VP Finance; Lindsay Plater – VP External (I also have to highlight that Lindsay had been in the position for 3 years!) and lastly, Nicola Shaw – Activities and Communications Coordinator. A lot of challenges were thrown at the 2019-2020 Executive, from the Student Choice Initiative to the start of the COVID-19 pandemic, and they all handled it so well and really tried their best to support graduate students through it. It was a pleasure working with each of them!

Summary of 2019-2020 Term

As I mentioned, the 2019-2020 term began with the Student Choice Initiative. This brought on challenges in terms of ensuring that graduate students understood the fees that had become optional and what opting-out could mean for them. We did our best to ensure there was adequate communication to graduate students, particularly with regards to the GSA fee, so that graduate students could make an informed decision. It also posed challenges in terms of planning for services offered through the GSA, as we had no way to know what number of the graduate student population would opt-out of the fee. I have to say, the past Executive team, and in particular our President, David, navigated the situation well, keeping the needs of graduate students at the core of decision making.

Throughout the 2019-2020 term, the previous Executive also worked hard to try and make improvements to the resources and services that we have. Of particular interest was The Fifth, in which we made improvements to food and beverage offerings, updated furniture and technology and even implemented vegan options about a month before The Fifth had to close due to the pandemic. Another major focus of the previous Executive was increasing communication to graduate students through email and social media accounts. I want to commend the efforts of Lindsay and Nicola for their work increasing traffic to the GSA social media pages and making sure all important information was shared as soon as possible. We also



increased the avenues in which we could disseminate GSA news, and increase inclusivity on the GSA board by adding seats for Indigenous student representatives and LGBTQ2SIA+ representatives to ensure the voices of marginalized groups are being heard and considered when making decisions. During the 2019-2020 term, we also achieved the most representation that the GSA has ever had, with 28/32 departments represented with a total of 50 general directors (including Indigenous, International and LGBTQ2SIA+ representatives).

Another focus of the 2019-2020 Executive was to better understand the needs of the graduate student population. More specifically, this was in part focused on funding and financial resources for graduate students. Our 2019-2020 VP Finance, Melanie, worked hard to better understand how the grants and bursaries offered by the GSA can be better utilized to support graduate students. Based on this, Melanie was able to restructure some of the grants and bursaries to better support graduate students.

The end of the 2019-2020 term was dominated by the COVID-19 pandemic, in which many plans the GSA executive had in place were brought to an abrupt halt. Despite this, the Executive handled the beginnings of the pandemic as well as they could while trying to adjust to the new normal themselves. Throughout the early days of the pandemic, each of the past Executives spent a tremendous amount of time liaising with University Administration to communicate some of the struggles graduate students were facing. To guide their conversations with administration, the Executive put out a COVID-19 impact survey for graduate students which was highly responded to and invaluable in guiding those early conversations.

Despite the challenges of the 2019-2020 term, each of the past executives, David, Melanie, Lindsay and Nicola, did a fantastic job at always keeping the needs of graduate students in mind and striving to make as big an impact on improving the graduate student experience, as they could. It was fantastic working with each of them – I hope this brief summary of our work together does them justice, but know, there was so much more that each of them contributed to improving life for graduate students!

Lindsay provided a final report, summarizing the work she had done with the GSA over three years, which I will include here:

“I have had the honour and the privilege to be your GSA Vice-President External for the last three years; please read below for my 3-year snapshot about what I have accomplished in this position. I joined the GSA in my first semester at the University of Guelph as a General Director for the Department of Psychology, and I found the experience so important and so rewarding that I immediately applied for an executive position. I have been the GSA Vice President External for three years, and I am so proud of all that the GSA executives, the GSA Board, and the staff have accomplished during this time. The GSA is what it is because of ALL OF US, so a massive thank you to everyone who has been involved. **Thank you for your efforts to improve (student) life on the University of Guelph campus.**

Before I close this brief note, I would like to give a **shout-out to Erin** for all of her guidance; I am sure she will continue this with the new executive team as well. **Congratulations to Nicole** for putting her name forward for GSA President and CEO (2020-2021)! And **congratulations to Britta** for putting her name forward for GSA VP External (2020-2021)! Though they are running



uncontested, I am sure they will both do an AMAZING job in their new positions. To the GSA VP Finance and GSA VP Internal candidates, best of luck! I know the new team will bring their all to the table for the next year.

Cheers, and I wish you all the best,

~Lindsay.

GSA Vice President External: A 3-year Snapshot

May 1st 2017 – April 30th 2020

Transit

- Co-Chaired the Student Transit Committee. The GSA and the CSA meet with members of Guelph Transit to discuss ridership, to negotiate contracts, and to share information regarding routes, complaints, and special events. I bring important information from these meetings back to the GSA Board
 - Pushed for information / updates regarding swipe or tap functionality to replace the current bus sticker system. The tap system is currently being piloted by student volunteers, with roll-out to all students anticipated soon. This tap system will free up GSA time and resources (as we won't need to distribute stickers), and would be updated in real-time; if a card is lost or stolen, it can be replaced *without* the student needing to buy a new sticker. This new system benefits graduate students, and I am so pleased to have seen positive change on this initiative during my time on the GSA
 - Renegotiated three late night bus contracts (2018, 2019, 2020) so that the fees student pay into this service are used in a financially responsible manner that offer the best value to our graduate students
 - Currently in discussion for the 2020-2022 version of the “regular” transit contract; there are no major changes being proposed for a minimum of two years, so we are hoping to extend the current contract and only increase by the cost of living
- Guelph Transit is interested in starting bus service between the University of Guelph, Wilfrid Laurier University, and the University of Waterloo. I have provided preliminary feedback on this idea, and they will be booking more meetings to design this concept over the coming months!
- Attended a Transit Town Hall (2018) at City Hall to provide feedback on behalf of graduate students on customer service, communication, routes / reliability, and frequency vs. coverage
- Informed graduate students about bus sticker distribution dates, and provide information about the grace period. I also fielded questions about transit, including: opting out (this is



currently only available to full-time students who live >200km away from the University, via this <https://www.uoguelph.ca/graduatestudies/sites/uoguelph.ca/graduatestudies/files/FullTimeDistance%20Fee%20Status%20a.pdf> form: <https://www.uoguelph.ca/graduatestudies/sites/uoguelph.ca/graduatestudies/files/FullTimeDistance%20Fee%20Status%20a.pdf>), where to get stickers, how to use the bus, and more

Town & Gown

- Attended the 2019 Town and Gown Association of Ontario meeting in St. Catharine's and the 2018 Town and Gown Association of Ontario meeting in Hamilton, and brought the information back to the GSA Board; a large focus for TGAO has been unsanctioned street parties, as this is a concern for many university communities within Ontario
- Encouraged students to register their parties to learn about bylaws for the City of Guelph, and to learn how to avoid getting a fine
- Attended TGAO webinars in 2017 and 2018 about large scale street parties
- Shared information in Board reports about fun events happening around town, including downtown trick-or-treating, using the community ice rinks, and more. These are great ways for graduate students to be seen as part of the community

Homecoming Committee

- In 2017 during Homecoming, there was a large unsanctioned street party on Chancellor's Way, and with it, negative publicity surrounding student involvement and student behaviour. Shortly after, the GSA (myself and the GSA President) were part of a meeting with Guelph's Mayor (Cam Guthrie) to discuss the aftermath of this party, and to suggest improvements for the future. Thus, the Homecoming Committee was struck. I sat on this committee for two and a half years as the GSA representative
- Provided a graduate student voice. Language matters: I encouraged members to *not* call students "kids", and I reminded members that *most* students are respectful. I provided input for what would be most effective in keeping homecoming a positive experience for the community
- I was part of the planning committee for "Gryphon Park", the University of Guelph's 2019 on-campus party to dissuade students from attending unsanctioned street parties. We reviewed the positives and negatives of 2019's Gryphon Park, and planned for 2020's Gryphon Park to be included in the cost of the homecoming ticket. As per overwhelming feedback, Gryphon Park 2020 will be a licensed event with a beer garden

Mental Health and Wellness

- Attended Advisory Committee on Student Mental Health and Wellness meetings



- We reviewed the bylaws in 2019. I advocated for several changes to better represent graduate students, including changing the wording of this committee's purpose from helping "students" to helping "undergraduate, graduate, and post-doctoral students"
- Attended numerous mental wellness conferences at the University of Guelph, including:
 - The first and second Guelph Graduate Student Mental Health Conferences (2018 and 2019)
 - Three mental health conferences put on by Guelph's Psychology Society (2017, 2018, 2019)
 - A mental wellness workshop put on by senior administration (2017)
- Applied for—and received—Student Life Enhancement Fund money to organize a graduate student specific skating and hot chocolate event, which took place in 2018. Applied for—and received—Student Life Enhancement Fund money for games for The Fifth: GSA Rooftop Patio and Lounge in 2019.
- My monthly Board report includes information about FeelingBetterNow, where students can get a free mental health assessment
- Pushed for the 2019-2020 executive team to get SafeTALK trained (suicide awareness and prevention); it is now going to be written into the GSA bylaws that all GSA executives are encouraged to take certain training(s) (including SafeTALK) as part of their portfolio
- Became CPR & AED certified in 2017

Student Leaders and Administration Meetings (SLAM)

- Attended most of the SLAM meetings during my three terms as GSA VP External
 - Brought a graduate student voice to the table for many key administrative discussions during this time, including fall reading break, homecoming, removal of the winter convocation ceremony, transitioning to be a smoke-free campus, the Student Choice Initiative, and more

Canadian Federation of Students / Canadian Federation of Students – Ontario

- I was told upon entering my position that CFS / CFS-O do not have much benefit for our graduate students. Over the past three years of my term, I have made a point of re-connecting with CFS and CFS-O, as our graduate students pay each semester into these organizations



- Attended the CFS-O meeting in 2019
- Been on a few teleconference calls for National Graduate Caucus in 2018 and 2019, mostly relating to the Student Choice Initiative and what it means for graduate students on our campuses
- Attended an Ontario Graduate Symposium (the first since 2013) in 2018
- Ordered buttons for our GSA members, which covered a wide variety of topics including sexism, racism, homophobia, fairness for workers, international students, consent, and more; these were handed out at GSA meetings for free. I also ordered consent coasters for The Fifth: GSA Rooftop Patio and Lounge
- Advertised CFS's / CFS-O's international student identity card, free tax filing through UFile, and rallies/protests about the 2019 OSAP and tuition changes
- Reviewed motions for two CFS meetings I could not attend; the GSA President provided voting rights to the CSA on our behalf, and I forwarded my notes on which motions the GSA would support

Advocating for the GSA

- To new / current students:
 - At Board meetings, events, welcome week / orientation week, and on committees. I represented the GSA, what we do, and what we stand for, and I always encouraged questions
- To international students:
 - Attended the START international welcome dinner (2017) and several START international graduate student meet and greets (2018 x 2, 2019 x 2, 2020) to welcome new students, and discuss the GSA, the UoG, the city of Guelph, and Canada
- To students about to graduate:
 - Tabled on behalf of the GSA at 2019's Grad Launch event; I discussed what services the GSA offers, and what the OSAP / tuition changes might mean for incoming graduate students

Website / Social Media

- Provided input on the GSA's website during the overhaul to ensure the information was relevant for graduate students, including:



- What information should be shared, what the layout should look like, providing additional resources, and checking links to ensure they were accurate
- Maintained the GSA Facebook page to share relevant information with our followers about GSA events, as well as important university / city information
- Updated a draft of the GSA's standard operating procedure for social media management

Financial

- Encouraged students to apply for money to fund their studies using OSAP, and supplied deadlines
 - Informed students that they could accept only the grants (and not the loans)
 - Answered questions at meetings and through e-mail about the OSAP process
- Informed the Board immediately about the January 17, 2019 proposed changes to OSAP and tuition
 - Brought a list of how these changes would directly affect graduate students to the GSA's Annual General Meeting in 2019 (i.e., reduced grants, no free tuition, 10% tuition reduction for DOMESTIC students only)
- Met with Deborah Matthews, the minister of advanced education and skills development to discuss the 2017 changes to OSAP, and brought this information back to the GSA
 - I was quoted in the Guelph Mercury Tribune: <https://www.guelphmercury.com/news-story/7551787-u-of-guelph-students-remain-confused-about-new-osap-eligibility/>
- The GSA voted to financially support the Ontario Graduate Student Alliance, which was formed to advocate on behalf of Ontario graduate students. When I took on the position of GSA VP External, I joined the OGSA as Treasurer (June 2017). The new OGSA Board tried to make the OGSA function as best as it could, but when it became clear that the OGSA was not functioning according to its mandate, we made the decision to dissolve. The process took about a year to finalize, and I made sure that each GSA that paid into the OGSA was reallocated their fair portion of these funds.
 - The 15% off sticker for UoG graduate students at The Fifth was a direct result of this reallocation; the UoG received \$3,545 (fees that our graduate students paid in Fall 2017). The new executive (2019-2020) decided to continue with the sticker even once the OGSA money had been "spent" in food discounts at The Fifth

~Lindsay Plater~



November Board Report

UC Board

UC Board met Nov. 3rd. The UC hours will be slightly reduced going forward partially due to attempted thefts that were occurring in the evening but also because of the low number for people on campus. The other major update was around virtual Fair November, here is a link to the event with more information: <http://www.fairnovember.ca/>.

SLEF

SLEF review committee has had a few meetings over the last while to support funding applications for approval at the compulsory fees meeting.

I submitted two applications on behalf of the GSA that built on applications that were submitted last year and funds returned due to the pandemic. We have been allocated \$3500 towards renovations in the Grad Lounge and \$4000 towards updating the board room for use as a mental health space (during non-covid times, we donate our board room once a week to counselling services to provide confidential space for grad student counselling).

Grad Lounge Sustainability Committee

The Grad Lounge Sustainability Committee had its first meeting of the term on Nov. 2nd. In this meeting we reviewed the updated mandate of the committee which we will continue to work on throughout the year as plans for renovations and operations of The Fifth evolve. Updates on the current state of The Fifth and some of the potential plans going forward were discussed with committee members, followed by a brief brainstorming session of some of the potential change to the space.

As always, if at any time you have any questions or concerns please do not hesitate to reach out via email (gsapres@uoguelph.ca).

Thanks,
Nicole

Nicole Berardi
GSA President
gsapres@uoguelph.ca



VP Internal Report – Mohsen Yoosefzadeh Najafabadi

“

In November, the smell of food is different. It is an orange smell. A squash and pumpkin smell. It tastes like cinnamon and can fill up a house in the morning, can pull everyone from bed in a fog. Food is better in November than any other time of the year - **Cynthia Rylant**

”

Hello General Directors!

I hope that all are doing well!

Before I start my report, I would like to add some sentences to the above quote:

Not only the food is good on November, but also everything is good on November since I was born in this month! 😊

For my birthday this year, I'm asking for donations to Canadian Cancer Society. I've chosen this nonprofit because their mission means a lot to me, and I hope you'll consider contributing as a way to celebrate with me. Every little bit will help me reach my goal. If you are interested to make a donation, please visit the link below:

<https://www.facebook.com/donate/871418740261751/>

Below is the Committee/Meeting Updates:

Committee/Meeting Updates

Academic Policies & Procedures Workshop

We had a meeting on Friday, October 23, 2020. During the workshop, we discussed over two most important subjects: Changing the regular system of final grading and the possibility of differing the final exam to another semester. The workshop mostly concerned in the undergrad stage but some parts we discussed about graduate students as well.

Student Rights & Responsibilities Committee

We had a meeting on Monday October 19th and after introducing the members, we reviewed subjects that I mentioned below:



Review and Approve the Meeting Minutes from Thursday, March 26, 2020:

The Committee reviewed the meeting minutes from March 26, 2020 and confirmed that the action items are currently on-track.

Review Committee Terms of Reference:

The Committee reviewed the Terms of Reference and members were encouraged to email Jessica Westlake with any recommendations (j.westlake@exec.uoguelph.ca). During the review it was noted the position title of the Associated Vice-President (Student Affairs) needed to be updated to the Vice-Provost (Student Affairs) to reflect the current portfolio title. Jessica Westlake completed this action item (amendment of the portfolio title) during the meeting.

Elect a Deputy Chair as per the Terms of Reference:

As per the Terms of Reference, the Committee elected a Deputy Chair for the Student Rights and Responsibilities Committee. Sean Mitchell, from the Central Student Association (Vice-President Academic), put his name forward to be considered as the Deputy Chair for 2020-2021.

The Judicial Committee Membership:

As the Judicial Committee is an extension of the Student Rights and Responsibilities Committee, the membership (of the Judicial Committee) was provided for information. There were no additional questions, comments, and/or concerns regarding the membership of the Judicial Committee.

Review the Updated Policy on Non-Academic Misconduct:

The Committee reviewed the updated policy of the non-academic misconduct: <https://www.uoguelph.ca/secretariat/policy/1.6>. There were no additional questions, comments, and/or concerns regarding the policy.

General Updates regarding:

As time did not permit, the Committee did not review the agenda items listed below. As such, the below items will be brought forward to the next meeting agenda for discussion.

- Student Safety and Conduct Management
- [University Beverages Policy](#)
- [Sexual Violence Policy](#) and [Sexual Violence Procedures for Students](#)
- [Community Standards Protocol](#)
- [Residence Community Living Standards](#)
- [Protocol for Responding to Students At-Risk](#)
- [Anti-Hazing Protocol](#)

Supporting Student Compliance re: COVID-19 Protocols:



Currently, there is no distinct fine concerning COVID-19 breaches on-campus. The Committee discussed the possibility of adding a fine for COVID-19 related breaches. It was noted that certain charges under the [Policy on Non-Academic Misconduct](#) are set fine eligible. This means that if the student admits responsibility for the offence that the student can pay a set fine (and restitution if applicable) without going to a hearing. The following link notes breaches that are eligible for Notices of Offence and the section reference under the Policy:

<https://www.uoguelph.ca/secretariat/menu/student-judicial-services/non-academic-misconduct/offences-are-set-fine-eligible>

From the discussion it was noted that although there was overall support to fine any student found to be in breach of compliance, that consideration of the financial pressures on students should also be considered. It was noted that if a fee was to be recommended by Campus Community Police, Student Affairs and/or Judicial Services, that this Committee would be called together for further discussion.

Reimagining Campus Safety and Wellbeing:

As time did not permit, this agenda item will be brought forward to the next meeting.

Project Updates

Having two representatives from Black students in graduate level

I had a meeting with the president of GBSA. I asked her about the number of graduate students involve in GBSA but she was not sure about the number. Again, I asked her the number of black students at the University but again she was not sure about that. She told me the number of ways that GBSA can send the news and also advertise the seats for graduate students: by monthly newsletter and also by social media.

Finally, I asked her to be in the December board meeting and she accepted to assign a person to be in the board meeting to give a talk around the motion of having two Black representatives in GSA.

GSA & University Committees

The GSA Board of Directors consists of up to two (2) elected General Directors from each department. Please click [here](#) to see which departments are currently un- or underrepresented. If you are interested in filling any of these seats and joining the GSA, please contact me (gsavpint@uoguelph.ca) to determine if you are eligible for our January by-election.



GSA Newsletters

GSA Newsletter will be distributed at the beginning of each month as usual. For content to be considered in the newsletter it must be submitted to the GSA by the 1st of each month. Please remember to send your emails within 7 days of receiving the Newsletter and to cc me (gsavpint@uoguelph.ca). Also, If you do not receive either newsletter, please contact me.

Thanks again and please do not hesitate to share your questions, comments, or concerns at gsavpint@uoguelph.ca. I would be more than happy to read and help you!

Thanks for your attention, and all the best for the rest of November!

Mohsen

Mohsen Yoosefzadeh Najafabadi
GSA VP Internal
gsavpint@uoguelph.ca



VP Finance Report – Akshay Chadha

Akshay Chadha

GSA VP Finance, GSA

Graduate Students' Association (GSA)

Email: gsavpfin@uoguelph.ca

Tel: [\(519\)824-4120x.56685](tel:(519)824-4120x.56685)

Website: <http://www.uoguelph.ca/gsa/?q=node/2>



VP External Report – Britta McBride

Happy November!

A PhD student in the history department has created a letter/petition that will be sent to the Minister of Canadian Heritage, asking to waive the archival reproduction fees for graduate students. Because of the pandemic shutdown, Library and Archives Canada is closed to the public, and the only way to access archival materials is through reproduction services, which is often prohibitively expensive. Many students will face delayed graduation due to inability to access the documents and materials needed to complete their dissertations. Please take time to read and support this petition:

<https://docs.google.com/forms/d/e/1FAIpQLSf6gG2erw2rdVgX6K7eb5zMLiBoBxblujscARSminXztdEtA/viewform>

Please note that I like to use a lot of **bold**, **red lettering**, and CAPS in my reports for important info or where I'm asking for student feedback. Please pay attention to those areas, and if you have feedback on a topic, please send it along to my email gsavpext@uoguelph.ca. I will always treat feedback as anonymous, and the feedback itself will only be shared with the GSA Executive and relevant committees.

Here is an update of current happenings within my portfolio:

- **Student Transit Updates**

Students remaining in Guelph for F20 must use an OnYourWay fare card to access the city bus. There are 3 options for using the fare card:

1. Load your card with a dollar amount instead of a "pass". As your GSA VP External, I recommend this option for those students who do not anticipate having to use the bus frequently. **A loaded dollar amount is deducted per ride at the cash fare of \$3. Doing the math, a student would need to make a minimum of 91 individual rides over the course of the semester to justify the cost of the post-secondary pass. Estimate how many individual rides you expect to take, as it could be cheaper for you to load a dollar amount instead.**
2. Load the "Post-Secondary Pass" onto your card. For F20, Guelph Transit will only offer the post-secondary pass as a semester pass (not as a monthly pass), loaded onto your card at the start of the semester for \$272 (4 months x \$68). In order to load this pass, you'll need to bring proof of enrollment (tuition receipt or enrollment letter for this semester) to Guelph Central Station, or to Service Guelph, located within City Hall at 1 Carden Street.
3. Load an Affordable Bus Pass at \$37.50 per month – students who reside in Guelph and whose household income is less than \$22,759 can now apply for the city-wide affordable bus pass program. You'll need to show proof of residence and income. Information on how to apply can be accessed here: <https://guelph.ca/how-can-we-help-you/fee-assistance-subsidy/>

For F20, Guelph Transit will operate on the current, reduced schedule, which is the "Saturday" Schedule for Mondays-Saturdays, and the "Sunday Schedule" for Sundays and Holidays. All Extra and Express routes serving the University have been cancelled.

- **Mask use is now mandatory on all buses.**



- a. If anyone is looking for where to purchase non-medical cloth masks, here is an article which lists some resources to check out:
<https://globalnews.ca/news/6962979/cloth-face-mask-for-sale-canada/>
- b. The University Bookstore is also selling face coverings:
<https://bookstore.uoguelph.ca/c-97-face-coverings.aspx>

- **Experiential Learning Advisory Committee**

1. This group is something new that I've taken on for the balance of my term.
2. My first meeting was on October 27th, 2020
 - a. This meeting was a review of experiential learning criteria

- **Homecoming Committee**

1. There will be no Homecoming this year due to Covid, so this committee will start looking towards plans for next year.
2. Next Meeting is scheduled for November 26th, 2020

- **Town and Gown Committee**

1. Guelph Police and Off Campus housing are developing updated messaging surrounding social distancing and Covid-19 prevention strategies in light of increasing cases and updated guidelines from provincial and regional public health departments.
2. The current recommendation is to only interact with your own household bubble

- **Government based financial programs for students**

1. Tri-Agency and Ontario Graduate Scholarships Information Session
<https://graduatestudies.uoguelph.ca/sites/default/files/Tri-Agency%20and%20OGS%20Presentation%202019.pdf>
2. NSERC
 - a. Application Playlist, as posted on the university website:
<https://www.youtube.com/playlist?list=PL6ox0GB7vXYlhaAY7mEqwmMqYK9TGc1E>
3. OSAP and Canada Student Grants
 - a. The OSAP application for full time students for 2020-2021 is now available.
4. OGS
 - a. The deadline to apply for 2021-22 OGS funding at Guelph is **February 1, 2021**. More information:



<https://graduatestudies.uoguelph.ca/current/funding/scholarships/gov-fundedawards/ogs>

- **Mental Health Initiatives and Community Drop-In Spaces**

Student Wellness: <https://wellness.uoguelph.ca/counselling/>

Graduate Student Counselling: <https://www.uoguelph.ca/gsa/gsa-services/gsa-counselling-services>

Best,
Britta McBride
GSAVP External 2020-2021
gsavpext@uoguelph.ca



Activities & Communication Co-ordinator (ACC) – William Kramer

William Kramer

Activities and Communications Coordinator (ACC)
gsaact@uoguelph.ca



GSA Office Manager Report – Daria Ruginis

General Director By-Elections 2021

A reminder that the General Director By-Elections are upcoming in January. If there is an open seat in your department and you wish to become involved in the GSA Board of Directors, consider running for a General Director position! Keep an eye on our monthly newsletter as well as your UoG email account for more information. If you have any questions, please email gsa@uoguelph.ca.

List of Departments with open seats

Department	Number of Vacant Seats
Business Management/Leadership	2
Clinical Studies	2
Computing & Information Science	2
English & Theatre Studies	2
Environmental Design & Rural Development	2
Family Relations & Applied Nutrition	2
Fine Art & Music	2
Food, Agricultural and Resource Economics	1
Geography	2
History	1
Hospitality & Tourism Management	1
International Student Representatives	1
Languages & Literature	2
Mathematics & Statistics	1
Molecular & Cellular Biology (MCB)	1
Pathobiology	2
Philosophy	2
Physics	2



Political Science	1
Sociology & Anthropology	1

2020/2021 Board Meeting Schedule

*AGM November 18, 2020 Virtual
 December 9, 2020 Virtual
 January 20, 2021 Virtual
 February 24, 2021 Virtual
 AGM March 31, 2021 Virtual
 April 21, 2021 Virtual

*please note this is the 2019/2020 AGM that was postponed in March due to COVID.

Defence Mugs

A reminder that Defence Mugs are being handed out by appointment only. Please send me an email at gsa@uoguelph.ca for us to set up a time for you to safely pick up your mug if you have defended!

Daria Ruginis
GSA Office Manager gsa@uoguelph.ca (519-824-4120 x56685)



November Committee Reports

(If your Committee does not meet, please submit that statement)

Advisory Committee on Student Mental Health & Wellness

Meeting date:

Report:

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Next Meeting:

Academic Policies & Procedures

Meeting date:

Report:

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Next Meeting:

Alcohol & Substance Abuse Advisory Committee

Meeting date:

Report:

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Next Meeting:

Animal Care Committee

Meeting date:

Report:

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Next Meeting:

By-Laws & Constitution Committee

Meeting date:

Report:

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Next Meeting:

Counselling Services

Meeting date:

Report:



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Next Meeting:

Hate Activity Committee

Meeting date:

Report:

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Next Meeting:

Health & Dental Plan

Meeting date:

Report:

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Next Meeting:

Athletics Advisory Committee

Meeting date:

Report:

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Next Meeting:

Co-Curricular Transcript Advisory Group

Meeting date:

Report:

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Next Meeting:

Code of Ethical Conduct Committee

Meeting date:

Report:

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Next Meeting:

Compulsory Fees Advisory Committee (CFC)

Meeting date:

Report:

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Next Meeting:

Energy Conservation Working Group

Meeting date:

Report:

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Next Meeting:

Experiential Learning Committee

Meeting date:

Report:

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Next Meeting:

Finance Committee (GSA)

Meeting date:

Report:

Next Meeting:

Grad Lounge Sustainability Committee

Meeting date:

Report:

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Next Meeting:

Graduate Student Learning Initiative Committee

Meeting date:

Report:

Next Meeting:

Graduate Student Mental Health Curriculum Committee

Meeting date: NA

Report:

- Per Rebecca Skelhorn <skelhorn@uoguelph.ca>, this committee has been taken on by Graduate Studies. In it's place, Carolyn Murray and Carol Tinga have been asked and have agreed to sit on the SHINE Mental Well-Being Week Committee.

Next Meeting: NA



Hospitality Services Advisory Committee (HSAC)

Meeting date:

Report:

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Next Meeting:

Human Rights Advisory Group

Meeting date:

Report:

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Next Meeting:

Information Technology Student Advisory Committee

Meeting date:

Report:

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Next Meeting:

Judicial Committee

Meeting date:

Report:

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Next Meeting:

Library Learning Commons

Meeting date:

Report:

Next Meeting:

OUTline Committee

Meeting date: October 8, 2020

Report: - discussed overview of OUTline services and yearly report; engagement numbers down – people still attending events, but chat empty; questions about how to move forward and encourage engagement online – may move some events to weekends; advocated for a grad-only or at least a grad-inclusive event, but only undergrad tuition funds OUTline (personal meeting with OUTliner volunteer tbd)

Next Meeting: November 6, 2020



Parking & Traffic Appeals Committee

Meeting date:

Report:

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Next Meeting:

Positive Space Committee

Meeting date:

Report:

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Next Meeting:

Sexual Violence Committee

Meeting date:

Report:

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Next Meeting:

SHINE Mental Well-Being Week Committee

Meeting date:

Report:

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Next Meeting:

Special Grants & Speakers' Fund Committee

Meeting date:

Report:

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Next Meeting:

Student Budget Committee

Meeting date:

Report:

•

Next Meeting:

Student Executive Council



Meeting date:

Report:

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Next Meeting:

Student Life Advisory Committee

Meeting date:

Report:

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Next Meeting:

Student Life Award Committee

Meeting date: N/A

Report:

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Next Meeting:

Student Rights & Responsibilities Committee

Date: Monday, October 19, 2020

Time: 1:00pm until 2:30pm

Location: Virtual Meeting via Teams

Invitees: Membership attached.

Welcome:

1. Welcome and Introductions:

Carrie Chassels, the Vice-Provost (Student Affairs) provided a welcome that included Acknowledging Territory and facilitating a round of introductions among Committee members.

2. Review and Approve the Agenda for Monday, October 19, 2020:

The Committee reviewed the agenda, and the following items were added to the discussion list:

- Discussion re: Supporting Student Compliance re: COVID-19 Protocols
- Reimagining Campus Safety and Wellbeing

Hewson/Brandon: Motion to approve the agenda with two additional items added to the discussion list (Discussion re: Supporting Student Compliance re: COVID-19 Protocols and Reimagining Campus Safety and Wellbeing):

Motion Carried.

3. Review and Approve the Meeting Minutes from Thursday, March 26, 2020:



The Committee reviewed the meeting minutes from March 26, 2020 and confirmed that the action items are currently on-track.

Swidinsky/Peryagh: Motion to accept the minutes as presented from March 26, 2020:

Motion Carried*.

*Several new committee members abstained from the vote as they were not present at the March 26th meeting.

Business:

4. **Committee Orientation and Overview:**

As part of the orientation and overview of the Committee, the group reviewed Terms of Reference of the Committee (noted in agenda item #6).

5. **Review Committee Terms of Reference:**

The Committee reviewed the Terms of Reference and members were encouraged to email Jessica Westlake with any recommendations (j.westlake@exec.uoguelph.ca). During the review it was noted the position title of the Associated Vice-President (Student Affairs) needed to be updated to the Vice-Provost (Student Affairs) to reflect the current portfolio title. Jessica Westlake completed this action item (amendment of the portfolio title) during the meeting.

6. **Elect a Deputy Chair as per the Terms of Reference:**

As per the Terms of Reference, the Committee elected a Deputy Chair for the Student Rights and Responsibilities Committee. Sean Mitchell, from the Central Student Association (Vice-President Academic), put his name forward to be considered as the Deputy Chair for 2020-2021.

Barbut/Prosser: Motion to accept Sean Mitchell as Deputy Chair for 2020-2021:

Motion Carried.

7. **The Judicial Committee Membership:**

As the Judicial Committee is an extension of the Student Rights and Responsibilities Committee, the membership (of the Judicial Committee) was provided for information. There were no additional questions, comments, and/or concerns regarding the membership of the Judicial Committee.

8. **Review the Updated Policy on Non-Academic Misconduct:**

The Committee reviewed the updated policy of the non-academic misconduct: <https://www.uoguelph.ca/secretariat/policy/1.6>. There were no additional questions, comments, and/or concerns regarding the policy.

9. **General Updates regarding:**



As time did not permit, the Committee did not review the agenda items listed below. As such, the below items will be brought forward to the next meeting agenda for discussion.

- Student Safety and Conduct Management
- [University Beverages Policy](#)
- [Sexual Violence Policy](#) and [Sexual Violence Procedures for Students](#)
- [Community Standards Protocol](#)
- [Residence Community Living Standards](#)
- [Protocol for Responding to Students At-Risk](#)
- [Anti-Hazing Protocol](#)

10. Supporting Student Compliance re: COVID-19 Protocols:

Currently, there is no distinct fine concerning COVID-19 breaches on-campus. The Committee discussed the possibility of adding a fine for COVID-19 related breaches. It was noted that certain charges under the [Policy on Non-Academic Misconduct](#) are set fine eligible. This means that if the student admits responsibility for the offence that the student can pay a set fine (and restitution if applicable) without going to a hearing. The following link notes breaches that are eligible for Notices of Offence and the section reference under the Policy:

<https://www.uoguelph.ca/secretariat/menu/student-judicial-services/non-academic-misconduct/offences-are-set-fine-eligible>

From the discussion it was noted that although there was overall support to fine any student found to be in breach of compliance, that consideration of the financial pressures on students should also be considered. It was noted that if a fee was to be recommended by Campus Community Police, Student Affairs and/or Judicial Services, that this Committee would be called together for further discussion.

11. Reimagining Campus Safety and Wellbeing:

As time did not permit, this agenda item will be brought forward to the next meeting.

12. Adjournment:

As time did not permit the completion of the business outlined within the agenda, the committee motioned to adjourn.

Barbut/ Swidinsky: Motion to adjourn the meeting and to carry forward all unfinished business to the next meeting agenda:

Motion Carried.

Next Meetings:

- Wednesday, December 9, 2020 at 1:00pm until 2:30pm: with presentations from Student Housing Services and Campus Community Police.



- Tuesday, February 9, 2021 at 1:00pm until 2:30pm: with presentations from Diversity and Human Rights and Student Housing Services
- Thursday, April 1, 2021 at 1:00pm until 2:30pm: with presentations concerning policies

Student Transit Committee

Meeting date:

Report:

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Next Meeting:

Student Financial Services

Meeting date:

Report:

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Next Meeting:

Student Experience

Meeting date:

Report:

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Next Meeting:

Student Wellness Advisory Group

Meeting date: 22 October 2020

Report:

1. Welcome back! *Did roundtable introductions.*
2. Budget overview *Reviewed last budget (approx. \$9 million in costs); discussion about new budget comes in new year.*
3. COVID-19 updates *Did another roundtable with agenda items 3 & 4 combined. Some issues included students feeling overwhelmed and lacking home/work division, extra hard time for students with accessibility needs, grad student support circles are available for grad students via Student Support Network (<https://wellness.uoguelph.ca/ssn>), consider limiting exposure to (often negative) social media to reduce screen time and subsequently how to best reach out to students, reminder of U of G's COVID clinic that also offers follow-up services, flu shot awareness raising is ongoing as is sexual violence awareness raising, the online SHINE program is available for students (<https://wellness.uoguelph.ca/shine-mental-well-being-week>) but more attrition than when there's 1:1 service available, the increased number of assignments and quizzes has been causing problems and undue stress for many students, the "Keep Me Safe" program has been purchased for students living outside Ontario since Student Wellness cannot legally serve these*



students remotely, learning to use/using multiple platforms (e.g. Zoom, Teams, etc.) is distressing students, lack of private space (especially grad students that don't live at home) for private meetings plus fear of roommates' behaviours re COVID risk, and figuring out how to get lecture transcripts for some students (more use of auto-captioning suggested).

4. Discussion surrounding student mental health and wellness (*see above*)
 - a. Any comments/concerns?
 - b. What can we do to further support the needs of the students?

Next Meeting: TBD (2-3/semester)

University Centre Board

Meeting date:

Report:

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Next Meeting:

UC Digital Signage Content Review Committee

Meeting date:

Report:

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Next Meeting:

Volunteer Committee

Meeting date:

Report:

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Next Meeting:



Constitution and Bylaws of the University of Guelph Graduate Students' Association

To be Ratified at the AGM November 18th, 2020 (delayed due to COVID19 restrictions)

GSA Bylaws Amendment Report

Over the winter 2020 semester the GSA Bylaws committee met several times to review the Bylaws. Typically the proposed changes to the bylaws as determined by the committee are presented at the AGM in March for approval from all GSA members. Due to the COVID-19 pandemic, the AGM has been postponed until November 18th, 2020 and will now be presented for ratification. The updated bylaws document can be reviewed below. A brief overview of the changes that were made are as follows:

- Gendered language removed
- Formatting, spelling and grammar edited
- Adjustments to GSA Executive committee memberships
- Addition of creating the newsletter and sitting on UC Digital Signage committee to the Activities and Communications Coordinator portfolio, along with an adjusted honourarium
- Update to GSA Mission Statement

GSA Mission Statement

To advance the academic goals and professional and personal development of the University of Guelph graduate student body by providing key academic, social, and financial resources. The GSA strives to ensure the accessibility of these resources and to responsibly articulate the interest of graduate students to the appropriate persons and organization(s). The GSA is committed to the pursuit of a system of high quality graduate education.

The objective of the Graduate Students' Association, is to uphold the services of The Grad Student Lounge (also known as, The Fifth: GSA Rooftop Patio and Lounge). The GSA will work with the Grad Student Lounge Manager to develop supports and work to achieve goals of long-term sustainability of our licensed establishment, as graduate student recreational and professional space.

Definitions

Unless otherwise stated, in these Bylaws the following shall be defined as:



“GSA” means the Graduate Students’ Association, the Corporation and Primary Student Organization representing graduate student interests at the University of Guelph;

“Bylaws” means the Constitution and Bylaws, the policy document governing the activities of the GSA;

“Board of Directors” means the governing body of the GSA;

“General Director” means any elected representative on the Board of Directors from a recognized departmental unit at the University, or the Indigenous, international, and LGBTQ2SIA+ graduate student population;

“Executive” means the President and CEO, Vice President Internal, Vice President Finance, and/or Vice President External;

“University” means University of Guelph, including Ridgetown Campus;

“Membership” means graduate student members of the GSA as outlined in Section 2.0; holders of membership shall be herein referred to as “member”;

“Departmental Unit” means any Department or School at the University with a Chair or Director as recognized by the Office of Graduate Studies of the University, as outlined in Appendix 1;

“Appointed Officer” means the Chair, Chief Returning Officer, and Activities and Communications Coordinator of the GSA;

“Graduate Student” means any student registered in a graduate program at the University;

“email” means the @uoguelph.ca email of the individual(s) to which the specific Bylaw applies;

“Day” means a business day of the GSA Office;

“Website” means the GSA main website found at the URL: www.uoguelph.ca/gsa;



“Social media” means any internet-based application where a user can create and share content, including but not limited to Facebook, Twitter, Instagram and LinkedIn;

"GSA Employee or Staff" means salaried employees of the GSA Office;

“Constituency” means the student body which elects a General Director or Executive;

“Regular meeting” is defined as the regularly scheduled monthly meetings of the Board of Directors.

Interpretation

- 1.3.1** These Bylaws shall be interpreted in accordance with the following:
- a) the headings in the Bylaws are inserted for reference purposes only, and are not to be considered or taken into account in construing the terms or provisions thereof or to be deemed in any way to clarify, modify, or explain the effect of any such terms or provision;
 - b) any references herein to any contractual agreement, regulation or policy shall be construed as a reference thereto as amended or re-enacted from time to time or as a reference to any successor thereto.
 - c) any dispute over the interpretation of the Bylaws shall be referred to the Vice President Internal, who shall make a ruling. In all circumstances where the Vice President Internal’s ruling is disputed, the Bylaws Committee shall make the final definitive decision.

Human Rights Statement

The GSA, as part of the University of Guelph’s community, abides by the University’s Human Rights Policy. The Human Rights Policy at the University of Guelph is committed to maintaining the human dignity of individuals and groups of individuals. The University of Guelph and the GSA are committed to a campus free of discrimination and harassment, and are dedicated to the highest standards of human equality and academic freedom. The University of Guelph and the GSA will not tolerate any violations of human rights.

Discrimination and harassment based on grounds prohibited by the Ontario Human Rights Code devalue and taint the environment of those covered by the policy. The GSA, as a part of the University of Guelph’s community, is also committed to foster



an environment that respects the requirements of the Accessibility for Ontarian with Disabilities Act, 2005 (AODA) under the timeline as provided by the University.

Conflict of Interest

1.5.1 No member of the Board of Directors, Executive Committee, Appointed Officer, or GSA Employee shall place their own interests before those of the GSA, and shall declare and avoid any conflict(s) of interest and action(s) that would give them the appearance of a personal benefit. No member of the Board of Directors, Appointed Officer, or GSA Employee shall use their position for financial gain.

1.5.2 Determination that an individual is in a conflict of interest shall be by a two-thirds (2/3) majority vote of the Board of Directors or 20% of constituents which the individual serves. Immediately upon determination of a conflict of interest, the individual found to be in conflict shall remove themselves from all decisions and responsibilities relating to the conflict.

1.5.3 Determination of a conflict of interest may be appealed to the Bylaws Committee by submitting the Determination of Conflict of Interest form available from the GSA Office Manager. Appeals shall be decided by a majority vote of the members of the Bylaws Committee.

1.5.4 No GSA Executive may hold an executive position with another student organization whereby they have signing authority and/or are paid a stipend, honourarium or receive some other type of regular financial salary or gain.

Communications

1.6.1 All communications between the GSA and the Board of Directors shall first be sent to the GSA Office to be distributed by the GSA Office Manager or approved designate.

1.6.2 Communications sent through the GSA media include email, letter mail, the website, and social media. All website maintenance shall be the responsibility of the GSA Office Manager; associated tasks can be delegated to the GSA Activities and Communications Coordinator, or the GSA Office Assistant.

1.6.3 All communications must be approved by the President or designated Executive(s) prior to distribution.

1.6.4 No request to distribute communication(s) to the Board of Directors may be unreasonably denied. Any individual who has their request to distribute a communication denied may appeal the decision to the Bylaws Committee.

GSA Head Office

The Head Office of the GSA shall be within the University Centre of the University of Guelph, Ontario, Canada and at such place therein as the Executive determine and the lease dictates.



Seal

The seal, as affixed on the original copy herein, shall be the Corporate Seal of the GSA. The Seal shall be maintained in the GSA Office.

GSA Membership

Membership Requirements

The membership of the GSA shall consist of individuals registered in a recognized graduate degree program at the University, as recognized by the Office of Graduate Studies, and have paid the GSA membership fee.

Membership Fee

2.2.1 The membership fee for each year, and a breakdown of such fees, will be made available to members on the GSA website.

2.2.2 The membership fee shall increase annually by an amount in agreement with the Cost of Living Allowance. The membership fee may be amended by majority vote of the membership on an appropriate referendum question conducted under the provisions of the Bylaws.

Rights and Privileges of the GSA Members

2.3.1 All GSA members:

- d) have the right to participate in all GSA events, including, but not limited to, meetings of the GSA Board of Directors, Annual General Meeting (AGM), social events, elections, by-elections, and referenda, unless specified otherwise herein
- e) are entitled to all services provided by the GSA, where applicable; and
- f) are entitled to stand for election to, and hold the title of, a General Director for the departmental unit in which they are registered, or an Executive position, in accordance with Sections 5.2 and 6.7 of the Bylaws.

Termination of Membership

An individual's membership in the GSA shall be valid as long as the individual is registered in a graduate program at the University. An individual's membership in the GSA is automatically terminated at the end of the semester in which they have successfully completed their degree requirements as outlined by the University Registrar, and therefore no longer pay membership fees to the GSA.

Annual General Meeting

2.5.1 The GSA shall hold an Annual General Meeting (AGM) in March of each year in lieu of a regularly scheduled Board of Directors meeting. The date of the meeting will be selected with consideration afforded to religious holidays.

2.5.2 Notice of AGM, including the date, time, and location, must be given at least



ten (10) days in advance of the meeting.

2.5.3 The purpose of the AGM shall be:

- a) to receive reports on the activities of the GSA and each Executive for the preceding year;
- b) to vote to accept or reject amendment(s), if any, to the Bylaws as presented by the Vice President Internal and the Bylaws Committee. Amendments to the Bylaws will be presented en masse, barring a motion at the AGM that the amendments be approved individually;
- c) to appoint an independent accounting firm for the coming fiscal year;
- d) to announce the results of the Executive elections and referenda, when applicable, to the GSA membership; and
- e) to conduct any other business for which notice has been given.

2.5.4 In addition to general meeting procedures as outlined in section 3.2, the AGM shall be conducted according to the following provisions:

- g) quorum for the AGM shall be one hundred (100) votes
- h) all members of the GSA are entitled to vote at the AGM in person or by proxy
- i) proxy voting shall be according to the following procedures:
 - (i) A proxy holder shall be a member of the GSA;
 - (ii) A signed proxy form, available from the GSA Office Manager, shall be submitted to the Chair prior to voting at the AGM
 - (iii) The signed proxy form can be submitted in person or via email. Email proxies must be received by noon the day of the scheduled AGM
- j) all decisions shall be decided by a majority vote of the members in attendance and represented by proxy.

The Board of Directors

Composition of the Board of Directors

3.1.1 The Board of Directors shall be composed of:

- a) the executive, including the following titles:
 - (i) President and CEO;
 - (ii) Vice President Internal;
 - (iii) Vice President Finance; and
 - (iv) Vice President External;
- b) up to two (2) General Directors representing each recognized departmental unit at the University (a list of recognized departmental units is provided in Appendix 1), and up to two (2) International Student Representatives and up to two (2) LGBTQ2SIA+ Student Representatives



- and up to two (2) Indigenous Student Representatives;
 - c) a non-voting chair.
- 3.1.2** All members of the Board of Directors must be members of the GSA.

Meetings of the Board of Directors

3.2.1 Meeting agenda and motions presented for consideration during a meeting must be made available at least three (3) days prior to said meeting. Motions presented for consideration after this deadline or during a meeting (except those related to Petitions, Delegations and Representation [Activities Grant]) must be written and submitted to the Chair and shall require a two-thirds (2/3) majority vote to pass.

- a) Meetings of the GSA shall be held at the University of Guelph. During May of each year, the meeting locations will be determined based on room reservations.
- b) Meetings of the GSA shall be conducted in accordance with Robert's Rules of Order and the Bylaws. Meeting procedures stipulated in these Bylaws shall override any stipulation made in Robert's Rules of Order.
- c) Meetings of the GSA shall be open to all GSA members. Non-members of the Board of Directors shall not be excluded from a meeting except for improper conduct or as provided herein.
- d) Non-members of the Board of Directors may be granted speaking rights by the Chair.
- e) Only members of the Board of Directors may be present if a meeting has been moved "in camera." Presence of GSA Appointed Officers and staff may be permitted at the discretion of the Chair.
- f) Any decision made by the Chair may be overturned by a two-thirds (2/3) majority vote of the Board of Directors.
- g) Motions at a meeting of the Board of Directors shall be decided by a majority vote unless specified otherwise herein. In the case of a tie, the motion fails.
- h) At any meeting, unless a poll is demanded, a declaration by the Chair that a motion has been carried, or fails, shall be sufficient for an entry to be made in the minutes. Such an entry shall be considered as proof of a majority decision without the necessity of providing a vote count. A vote count may be requested by any member of the Board of Directors.
- i) A record of all meetings (minutes) of the Board of Directors or GSA membership shall be made available to all members of the GSA and shall be distributed by the GSA Office Manager. Minutes shall be presented for approval at the subsequent regular meeting of the Board of Directors. Accepted minutes shall be signed by the Chair and President and CEO and archived. Board minutes shall be posted on the website within seven (7)



days after being approved.

- j) Notice for a meeting shall be sent according to guidelines set out for said meeting. The statutory declaration that notice has been given pursuant to the Bylaws shall be sufficient and conclusive evidence to the giving of such notice. If an error or omission in giving such notice for a meeting is alleged to have occurred, an appeal can be filed with the GSA Bylaws Committee, which will then rule on the validity of the proceedings and may rule to void the proceedings.

3.2.2 In addition to the general meeting procedures in Section 3.2.1, regular meetings of the Board of Directors shall be conducted according to the following procedures:

- a) Meetings of the Board of Directors shall be held at least once per month. No regularly scheduled meeting shall be required in August or March. The AGM in March shall take place in lieu of a Board of Directors meeting, but no presentations or speakers shall be part of the agenda unless previously approved by the Executive Committee and notice is made available at least seven (7) days prior to said meeting.
- b) The meeting schedule shall be decided upon by the Executive during the annual Executive Committee Transition.
- c) Notice of regular meetings shall be sent via email to the Board of Directors at the beginning of each semester and a reminder of the meetings shall be sent no less than three (3) days prior to the date of the meeting. The meeting notice shall include all materials to be discussed at said meeting, including, but not limited to, the agenda and Executive reports. The meeting schedule shall be included on the GSA website, and on the nomination form for General Directors, and shall be sent to all General Directors upon their successful election to the Board of Directors.
- d) Quorum for regular meetings shall be two-thirds (2/3) of the total number of voting seats of the Board of Directors. Quorum for regular meetings shall be reduced to one-third (1/3) of the total number of voting seats of the Board of Directors for the period of May 1 to August 31. Voting seats are defined as one (1) per represented department, one (1) International Student Representative, one (1) LGBTQ2SIA+ Student Representative, one (1) Indigenous Student Representative, and one (1) per executive member.
- e) There is a limit of three (3) Activities Grant application reviews, as per Section 9.4, per meeting, with the exception of tabled Activities Grants.

3.2.3 In addition to the general meeting procedures in Section 3.2.1, special meetings of the Board of Directors shall be conducted in accordance with the



following procedures (a special meeting is defined as a meeting of the Board of Directors or GSA membership called outside of the regular meeting schedule):

- a) Unless specified otherwise herein, special meetings may be called by:
 - (i) three-quarters (3/4) of the Executive;
 - (ii) one-third (1/3) of the voting seats of the Board of Directors; or
 - (iii) ten percent (10%) of the GSA membership.
- b) Quorum for special meetings shall be one-half (1/2) of the total number of voting seats of the Board of Directors.
- c) Notice of special meetings shall be sent via email to the Board of Directors, and GSA membership where required, not less than twenty-four (24) hours prior to the date of the meeting. The meeting notice shall include all materials to be discussed at said meeting.

General Directors

Responsibilities of General Directors

4.1.1 The Responsibilities of General Directors shall be:

- a) to attend duly called meetings of the Board of Directors or, if not able to attend, send regrets to the GSA Office Manager at least two (2) hours prior to the meeting; Electronic attendance is permitted for one (1) regular meeting per term. A GSA General Director who wishes to attend the GSA Board Meeting electronically is solely responsible for ensuring their attendance is facilitated by another GSA General Director or graduate student designate. The General Director should inform both the GSA Office Manager and the desired facilitator at least twenty-four (24) hours prior to the meeting. A GSA General Director who is a proxy holder must attend in person.
- b) to act as a liaison between the GSA and graduate students in the departmental unit which they represent. In the case of the Indigenous, International and LGBTQ2SIA+ Graduate Student representative(s), to act as a liaison between the GSA and the graduate student communities they represent. Communication with their departmental unit shall be achieved by, at minimum, monthly newsletters to their constituents outlining graduate student-related campus news, GSA activities and Board Meeting Updates. The Frequency of these newsletters is at the discretion of the Vice- President Internal;
- c) to solicit feedback and opinions from their constituents;
- d) to regularly monitor and respond appropriately to any correspondence that might be distributed by the Executive;
- e) to represent the GSA on at least one (1) GSA Committee and University



- f) Committee as assigned by the Vice President Internal;
to attend all meeting(s) of the committee(s) on which they are a GSA representative; to provide a written report on all relevant decisions, issues and activities to the GSA Vice President Internal at least seven (7) days before a meeting of the Board of Directors.
- g) if a General Director is unable to attend a meeting of the committee(s) on which they are assigned, they shall contact the assigned alternate General Director to go in their place; if the alternate is unable to attend, the General Director should contact the Vice President Internal;
- h) to ensure activities of the GSA comply with the GSA Mission Statement; and
- i) to uphold the Human Rights Statement of the GSA and the University Human Rights Policy.
- j) to sign a letter of agreement with the GSA acknowledging these responsibilities. One copy will be given to the General Director, and one copy will be retained by the Vice President Internal.
- k) duties and related items of re-elected General Director does not carry over from the previous term and is at the discretion of the Vice- President Internal.

4.1.2 No General Director shall present themselves as a representative of the GSA to any individual, committee, or organization without permission from the Executive.

Election of General Directors

4.2.1 General Director Guidelines

- a) General Director Elections shall occur in September of each year with elected General Directors commencing their term on October 1 of the same year, and terminating their term on September 30 of the following year. A by-election shall be held in January of the following year, if required, to fill any remaining General Director vacancies.
- b) Any General Director positions that are not filled during the by-election shall remain vacant for the remainder of the term. Further by-elections may be held to fill vacancies at the discretion of the Vice President Internal.

4.2.2 Nominations and Eligibility

- a) The nomination period shall commence at the discretion of the Chief Returning Officer (CRO), in consultation with the Vice President Internal. The nomination period shall commence as soon as possible after the University calendar's September Add/Drop deadline and will be at least



five (5) days in duration.

- b) Only current members of the GSA as outlined in Section 2.0 are eligible to be nominated for a position as General Director.
- c) Members who have previously been removed from a position on the Board of Directors, as per Section 4.4 or 5.8, are ineligible to seek election to any position on the Board of Directors for a period of one (1) year after their removal.
- d) Nominations for General Director positions shall be submitted by email to the Chief Returning Officer. Candidate nomination statements shall be made available to the GSA membership during the election nomination period.

4.2.3 Campaigning

- a) The campaign period shall immediately follow the nomination period and shall be two (2) days in duration.
- b) The CRO shall review all campaign material, including all material posted on social media, prior to publishing to ensure that they are not libelous or offensive. If any campaign material is published without permission, the CRO can choose to remove that candidate from the campaign
- c) All campaigning must cease, and any campaign materials removed by 4:30 pm EST on the last day of the campaign period. Failure to comply may result in disqualification from the election.
- d) No campaigning shall be permitted during the voting period.

4.2.4 Ballots and Voting

- a) The voting period shall follow the campaign period and be at least two (2) days in duration.
- b) Each candidate shall be permitted to submit a statement of up to one hundred fifty (150) words in length. The statements will appear on the ballot and must be submitted with the nomination form. The Chief Returning Officer has the discretion to reject any statement found to be libelous or offensive if the candidate refuses to make any changes deemed necessary by the Chief Returning Officer. Statements that exceed the word limit will be cut off after 150 words.
- c) Voting shall be conducted by electronic ballot distributed through the GSA listserv, as created by the University of Guelph Department of Computing and Communication Services.
- d) Ballots shall contain the following information:
 - (i) The position to be filled with a brief description of the position;
 - (ii) Candidate name(s) and statement(s), if provided, presented



- in alphabetical order according to last name;
 - (iii) A statement indicating the voter may choose up to two (2) of the candidates listed where more than one (1) candidate has applied for the position; and,
 - (iv) Voters shall have the option to decline or to vote for none of the listed candidates, where applicable.
- e) Immediately prior to the commencement of the voting period, the CRO shall cast a paper ballot for each position being contested in the election. This ballot shall be sealed and used in the event of a tie. If no tie exists after the election this ballot shall be destroyed without opening.

4.2.5 Results

- a) The CRO shall obtain the election results following the voting period. The CRO shall prepare a summary report outlining the name(s) of the successful candidate(s), the total number of votes cast for each candidate, and the total number of votes cast in the election. This report shall be presented to the GSA Office Manager and to the discretion of the Office Manager to be distributed to Executive members.
- b) For all available positions, the candidate(s) with the greatest number of affirmative votes shall be declared the successful candidate(s). In the event of a tie, the seal ballot cast by the CRO pursuant to Bylaw 4.2.4 e) shall be opened and used to break the tie.
- c) Successful candidates shall be notified of their election to the Board of Directors via email.
- d) Re-election of a General Director shall be considered void if, as of the beginning of their term on October 1, said member has failed to fulfill the responsibilities for General Directors as outlined in these Bylaws, for three (3) consecutive months in their previous term. The same rule shall apply for a General Director elected in the by-elections.

General Director Vacancies

- 4.3.1** A vacant General Director position, however caused, shall be filled in accordance with the election procedures for General Directors (Section 4.2).
- 4.3.2** A vacancy shall be determined to exist when a General Director:
 - a) resigns from their position;
 - b) is no longer a member of the GSA;
 - c) is removed from their position as specified in Section 4.4.



Removal of General Directors

4.4.1 A General Director shall be removed from their position if:

- a) they are absent without regrets from any three (3) regularly scheduled meetings of the Board of Directors, including the AGM;
- b) they are absent with or without regrets from any four (4) regularly scheduled meetings of the Board of Directors, including the AGM;
- c) they are absent with or without regrets from three (3) consecutive regularly scheduled meetings of the Board of Directors, including the AGM; or,
- d) they fail to fulfill their duties as General Directors as outlined in Section 4.1 for three (3) consecutive months.

4.4.2 A referendum to remove an elected General Director may be requested by submitting a completed the Request to Remove form, available from the GSA Office Manager, with signatures from one of the following groups:

- a) one-fifth (1/5) of the General Director's constituents;
- b) two-thirds (2/3) of voting members of the Board of Directors; or,
- c) three-quarters (3/4) of the Executive.

4.4.3 Upon receipt of a request to hold a referendum to remove a General Director, the Vice President Internal shall schedule a special meeting of the Board of Directors at which the referendum shall take place. This meeting shall take place no more than ten (10) days following receipt of the request.

4.4.4 Members of the constituency of the General Director in question are allowed to attend and vote at the special meeting. Electronic attendance is permitted, but each person physically present at the meeting may only facilitate the electronic attendance of one other person.

4.4.5 A two-thirds (2/3) majority vote of no-confidence of those present and voting is required to remove the General Director.

4.4.6 For reasons of grossly inappropriate or criminal behaviour, or violations of the GSA Human Rights Statement or University of Guelph Human Rights Policy, members of the Board of Directors may be removed by a two-thirds (2/3) majority vote of the Board of Directors. This action is not a substitution for a grievance against the individual, complaints to the University of Guelph Office of Diversity and Human Rights, or criminal or civil charges, and these options may also be pursued.

The Executive

Executive members cannot take a paid Executive position with CUPE #3913 during their



tenure. Elected GSA Executive have been elected to represent all graduate students, in tandem with the GSA Bylaws that differ from the mandate of CUPE #3913, as a bargaining unit.

General Responsibilities of the Executive and the Purpose of Executive Meetings

5.1.1 The general responsibilities of all Executive shall be:

- a) to attend all duly called meetings of the Executive, Board of Directors, and GSA members or, if not able to attend, send regrets to the GSA Office Manager at least two (2) hours prior to the meeting. Electronic attendance is permitted for one (1) regular meeting per term. An Executive who wishes to attend a GSA Board Meeting electronically must inform the GSA via the gsa@uoguelph.ca email and provide relevant contact information at least twenty-four (24) hours prior to the meeting. No more than one (1) Executive member may attend electronically per GSA Board Meeting;
- b) to present, in writing, a report of their official activities to all regularly scheduled meetings of the Board of Directors. Executive Board Reports are mandatory and must be submitted seven (7) days prior to a Board Meeting, regardless of academic or personal travel obligations. Electronic attendance is permitted one (1) regular meeting per term. An Executive who wishes to attend a GSA Board Meeting electronically must inform the GSA via the gsa@uoguelph.ca email and provide relevant contact information at least 24 hours prior to the meeting. No more than one (1) Executive member may attend electronically per GSA Board Meeting [intent: first come first served];
- c) to maintain communication with the GSA membership;
- d) to ensure executive representation at all meetings between student leaders and University administration, where possible;
- e) to meet regularly with the Vice Provost of Student Affairs;
- f) to maintain communication with the Central Student Association (CSA) and, where necessary, other prominent student organizations at the University;
- g) to ensure GSA representation at official functions and public occasions where a graduate presence is required;
- h) to ensure activities of the GSA comply with the GSA Mission Statement;
- i) to be familiar with the Bylaws;
- j) to uphold the Human Rights Statement of the GSA and the University Human Rights Policy;
- k) to develop, implement, and revise policies for the effective performance of the mandated duties of Executive members, individually and collectively; and



- l) to inform and request formal support from the Executive Committee as to any initiatives undertaken using the GSA name, brand, or identity.

5.1.2 In the case of a temporary absence of the President and CEO, the Vice President Internal shall fulfill the roles and responsibilities of the President. In the case of the temporary absence of more than one Executive, the remaining Executive shall fulfill the roles in order of the Executive hierarchy: Vice President Internal, Vice President Finance, and Vice President External.

5.1.3 Meetings of the Executive shall occur according to the following procedures:

- a) Executive meetings shall be held at least once per month, regardless of whether quorum is reached. Additional meetings can be held at the discretion of the President and CEO;
- b) Executive meetings shall be chaired by the President and CEO;
- c) Quorum for an executive meeting shall be three-quarters (3/4) of the sitting Executive.
- d) Executive meetings may be called by an Executive with no less than forty-eight (48) hours' notice, unless there is agreement by the entire Executive to meet on shorter notice; in circumstances when shorter notice is accepted, all executive members must be in attendance.
- e) Executive members may attend Executive meetings electronically no more than one (1) time per semester. The Executive member who wishes to attend electronically must inform the chair at least twenty-four (24) hours prior to the meeting and provide relevant contact information. The chair must ensure arrangements are made to facilitate the Executive members' attendance.

5.1.4 During the summer semester at the commencement of their term, the Executive are recommended to complete at least one (1) of the following trainings:

- a) safeTALK;
- b) Gender Diversity and Inclusive Practices Training (arranged through the Sexual and Gender Diversity Advisor);
- c) First Aid;
- d) Mental Health First Aid; or,
- e) any other training offered through the University that would be considered a benefit to the GSA and its constituents.

Responsibilities of the President and CEO

5.2.1 In addition to the general responsibilities of the Executive outlined in Section 5.1, the President and CEO shall:

- a) be charged with the full responsibility of carrying out the legislation, policies, Bylaws, regulations, and resolutions of the GSA;



- b) in conjunction with the Vice President Internal, regularly consult with University administration in order to communicate the policies and activities of the GSA and obtain information on changes in such institutional policies and activities;
- c) be responsible for the supervision of all employees of the GSA;
- d) ensure the development of long-term goals, priorities, and policies of the GSA;
- e) be responsible for presenting to the Board of Directors a summary of all GSA activities and future goals of the Executive at the beginning of the Fall and Winter semesters;
- f) be responsible for all matters pertaining to the maintenance of the Seal, Letters, Patents, Bylaws, and Resolutions of the GSA;
- g) chair the Grad Student Lounge Sustainability Committee
- h) represent the GSA on University committees, including, but not limited to:
 - (i) the Senate (ex-officio seat),
 - (ii) the Admissions and Progress Committee,
 - (iii) The Board of Graduate Studies (BOGS),
 - (iv) The Student Executive Council,
 - (v) University Centre Board, and
 - (vi) Student Leaders and Administration Meetings (SLAM)
- i) meet regularly with the Assistant Vice President of Graduate Studies;
- j) assist in the coordination of Grad Student Orientation, in conjunction with Office of Graduate Studies and the Activities and Communications Coordinator;
- k) in conjunction with the Vice President Finance, conduct annual performance evaluations for all permanent GSA staff positions including, but not limited to, the GSA Office Manager, Grad Student Lounge Manager, and Grad Student Lounge Staff;
- l) represent the GSA on the University Presidential Advisory Committee (or such committee which serves this purpose at the time);
- m) possess discretionary, residual powers over matters that are not specifically governed by the Bylaws;
- n) delegate short-term services on an honorary basis, as required;
- o) fulfill any other duties as indicated in the Bylaws for the President and CEO; and
- p) provide a summary report at the end of the term to be used and discussed with the incoming President and CEO during transition.

Responsibilities of the Vice President Internal

5.3.1 In addition to the general responsibilities of the Executive outlined in Section



5.1, the President and CEO shall;

- a) manage the Board of Directors by:
 - (i) maintaining a complete list of departmental units with representation on the Board of Directors and a list of elected General Directors;
 - (ii) maintaining a complete list of GSA and University committees on which the GSA represents graduate students on;
 - (iii) maintaining a list of GSA Board members that represent the GSA on GSA and University committees, and ensure GSA representation and participation on these committees;
- b) establish and maintain communication with graduate students at the University by:
 - (i) submitting important information to be included in the GSA newsletter to the Activities and Communications Coordinator by the first (1st) of each month;
 - (ii) ensuring the information on the GSA Website is up to date in conjunction with the GSA Office Manager;
- c) prepare the Board Meeting Materials Package and distribute to the Board of Directors at least three (3) days prior to the monthly Board Meeting;
- d) chair the GSA Bylaws Committee and vice chair the Board of Directors;
- e) have a working knowledge of the Bylaws and ensure the Bylaws are readily accessible to GSA members;
- f) represent the GSA on University committees, including, but not limited to:
 - (i) Academic Policies and Procedures Committee;
 - (ii) Student Leaders and Administration Meetings (SLAM)
 - (iii) The Student Organization Policy (SOP) Steering Committee, upon review of the SOP every five (5) years;
 - (iv) University Centre Board (alternate)
- g) in conjunction with the President and CEO, maintain communication with the Senate, Board of Graduate Studies, and student bodies with graduate representation for which no established communication channels exist;
- h) facilitate academic dispute resolution meetings with any GSA member; meetings must occur in a private space on campus, or in special circumstances over the phone or internet, if agreed upon by all parties; one additional GSA staff or Executive must be in attendance;
- i) in conjunction with the CSA Vice President Academic, be responsible



- for the organization of the Memorial Tree Ceremony and shall be responsible for contacting the families of all graduate students to be included in the ceremony to request permission for the student(s) name(s) to appear on the plaque and to invite all family members to attend the ceremony;
- j) in conjunction with the President and CEO, organize a GSA display at University events requiring GSA participation and representation;
 - k) fulfill any other duties as indicated in the Bylaws for the Vice-President Internal; and
 - l) provide a summary report at the end of the term to be used and discussed with the incoming Vice President Internal during transition.

Responsibilities of the Vice President Finance

5.4.1 In addition to the general responsibilities of the Executive outlined in Section 5.1, the Vice President Finance shall:

- a) supervise all business transactions of the GSA in accordance with the Bylaws, which includes the allocation and approval of funds to be used by the Activities and Communications Coordinator during the term;
- b) adhere to the financial procedures outlined in the Bylaws;
- c) prepare and present:
 - (i) a budget and an annual written financial statement to the Board of Directors for approval at the September board meeting;
 - (ii) a preliminary budget for the following fiscal year which should be presented for discussion at the meeting of the Executive prior to the AGM; and,
 - (iii) a tentative budget completed for approval at the AGM.
- d) keep the Board of Directors fully informed on all financial matters concerning the GSA; this includes a budget update at the January and May meetings of the Board of Directors;
- e) prepare semesterly statements of income, expenses and additional financial statements as requested by the Executive, and present the statements to the Board of Directors;
- f) ensure the keeping of permanent and accurate records of all financial transactions of the GSA and all departments operating and within the purview of the GSA;
- g) chair the Finance Committee;
- h) represent the GSA on University committees, including, but not limited to:
 - (i) the University Student Health and Dental Plan as Co-Chair
 - (ii) Compulsory Fees Committee



- (iii) the Student Budget Committee
- (iv) the Late Appeals Committee
- (v) Compassionate Bursary Committee
- (vi) University Centre Board
- (vii) Student Leaders and Administration Meetings (SLAM);
- i) be responsible for assisting the GSA Office Manager with administrative duties associated with the Student Health and Dental Plan;
- j) in conjunction with the President and CEO, perform annual performance evaluations for all permanent staff positions;
- k) provide a summary report at the end of the term to be used and discussed with the incoming Vice President Finance during transition; and
- l) fulfill any other duties as indicated in the Bylaws for the Vice-President Finance.

Responsibilities of the Vice President External

5.5.1 In addition to the general responsibilities of the Executive outlined in Section 5.1, the Vice-External shall:

- a) establish and maintain communication with student organizations and associations external to the University including, but not limited to:
 - (i) the Canadian Federation of Students,
 - (ii) the Canadian Federation of Students – Ontario,
 - (iii) the National Graduate Caucus;
- b) establish and maintain communication with local external associations and organizations including, but not limited to:
 - (i) the City of Guelph,
 - (ii) Guelph Transit, and
 - (iii) local media;
- c) represent the GSA on the following committees:
 - (i) the Student Transit Committee as Co-Chair;
 - (ii) Town and Gown;
 - (iii) Homecoming Committee; and
 - (iv) Student Leaders and Administration Meetings (SLAM);
- d) coordinate campaigns and events centered on federal, provincial, and municipal issues affecting students;
- e) attend Guelph City Council meetings where issues pertaining to graduate students are on the agenda;
- f) be familiar with regulations, procedures, and changes in the Ontario Student Assistance Plan (OSAP), the Canadian Student Loan



- Plan, and the other funding bodies external to the University including, but not limited to the Tri-Council Scholarships (NSERC, SSHRC, and CIHR) and the Ontario Graduate Scholarship (OGS);
- g) in the event of a federal, provincial, or municipal election, determine, record, and inform the GSA membership of candidates' stance on issues that affect students. Further, shall encourage the GSA membership to vote in all federal, provincial, and municipal elections, by-elections, and referenda, with such information in mind;
 - h) maintain the GSA Guelph Facebook page, according to the GSA Social Media Standard Operating Procedures document;
 - i) provide a summary report at the end of the term to be used and discussed with the incoming Vice President External during transition; and
 - j) fulfill any other duties as indicated in the Bylaws for the Vice-President External.

Election of the Executive

5.6.1 General Election Guidelines

- a) All Executive positions must be elected except in the case of a vacancy or removal as per Sections 6.7 and 6.8 of the Bylaws. The CRO shall be responsible for conducting the election of Executive according to the procedures as follows.
- b) The GSA Office Manager shall announce the timeline of the election period, as determined by the CRO, at the meeting of the Board of Directors that immediately precedes the beginning of the election period.
- c) Individuals seeking election to the Executive may not run as a member of the slate. For the purposes of the Bylaws a slate is defined as two or more candidates who have declared their intention to run together for separate positions.
- d) The nomination period shall be one (1) month in duration. In the event that a nomination is not received for the Executive position(s), the CRO can extend the nomination period as long as doing so does not postpone the voting period beyond the Annual General Meeting, where possible.

5.6.2 Nominations and Eligibility

- a) Only current members of the GSA as outlined in Section 2.0 are eligible to seek a nomination for any Executive position.
- b) Members seeking a nomination to an Executive position must be



- registered, or indicate the intent to register, in graduate studies at the University for the spring, fall and winter semesters of their term.
- c) Members seeking a nomination to an Executive position must have at least six (6) months service as a General Director or Executive at the commencement of their term to be eligible. This requirement is waived if none of the candidates nominated meet the requirement.
 - d) Members who have previously been removed from any position on the Board of Directors, as per Section 4.4 or 5.8, are ineligible to seek election to any position on the Board of Directors for a period of one year after their removal. These members must sit on the board for an additional six (6) months prior to submitting a nomination for Executive positions.
 - e) No GSA member is eligible to run for an executive position if they have held the same elected or appointed executive position for the past three (3) consecutive terms.
 - f) Nominations for Executive positions shall be submitted by email to the CRO.

5.6.3 Campaigning

- a) The campaign period shall immediately follow the nomination period and shall be of two (2) weeks in duration.
- b) The CRO shall review all campaign materials prior to publishing to ensure that they are not libelous or offensive, including all material posted on social media, prior to publishing. If any campaign material is published without permission, the CRO can choose to remove that candidate from the campaign.
- c) Campaign spending shall be limited to seventy-five dollars (\$75.00) per candidate. Campaign materials for which a candidate is charged less than the market value shall be accounted for in the campaign spending limits at fair market value as determined by the CRO.
- d) Campaign expenses shall be reimbursed to the candidate by the GSA upon receipt of a summary of expenses, along with receipts, which shall be submitted to the CRO on the last day of the campaigning period.
- e) All campaigning must cease and any campaign materials removed by 4:30 pm EST on the last day of the campaign period. Failure to do so may result in disqualification from the election.
- f) No campaigning shall be permitted during the voting period.



5.6.4 Ballots and Voting

- a) The voting period shall follow the campaign period and be of at least two (2) days in duration.
- b) Each candidate shall be permitted to submit a statement of up to five hundred (500) words in length to be included on the ballot. Statements must be received at least ten (10) days before the voting period and must be approved for content by the CRO. The CRO has the discretion to reject any statement exceeding the word limit or found to be libelous or offensive if the candidate refuses to make any changes deemed necessary by the CRO. Statements that exceed the word limit will be cut off after 500 words.
- c) Voting shall be conducted by electronic ballot distributed through the GSA listserv, as created by the University of Guelph Department of Computing and Communications Services.
- d) Ballots shall contain the following information:
 - (i) The name(s) of the Executive position(s) to be filled with a brief description of the position;
 - (ii) Candidate name(s) and, if provided, statement(s) presented in alphabetical order according to last name;
 - (iii) Voters shall have the option to decline or to vote for none of the listed candidates, where applicable.
- e) Immediately prior to the commencement of the voting period, the CRO shall cast a paper ballot for each position being contested in the election. This ballot shall be sealed and used in the event of a tie. If no tie exists after the election this ballot shall be destroyed without opening.

5.6.5 Results

- a) The CRO shall obtain the election results following the voting period.
- b) For any position, the candidate with the greatest number of affirmative votes shall be declared the successful candidate. In the event of a tie, the sealed ballot cast by the CRO pursuant to Bylaw 5.6.4 (e) shall be opened and used to break the tie.
- c) The CRO shall prepare a summary report outlining the name(s) of the successful candidate(s), the total number of votes cast for each candidate, and the total number of votes cast in the election. This report shall be presented to the candidate(s) and the Board of Directors via email and to the GSA membership at the AGM.



Executive Vacancies

5.7.1 A vacancy in an Executive position shall be determined to exist when:

- a) an Executive resigns from their position;
- b) an Executive is removed from their position as specified in Section 5.8;
- c) an Executive assumes the title and responsibilities of a vacant Executive position, as per Section 5.7.3; or
- d) no nominations are received for a position during the Executive elections.

5.7.2 In the event an Executive position becomes vacant, the President and CEO, in consultation with the remaining Executive, shall delegate key tasks of the vacant position between the remaining Executive.

5.7.3 The remaining Executive may assume the title and responsibilities of a vacant position, if said position immediately precedes their own position in the Executive hierarchy: President and CEO, Vice President Internal, Vice President Finance, and Vice President External. This decision must be ratified by the Board of Directors.

5.7.4 Vacancies in any Executive position(s), anticipated or otherwise and however caused, shall be communicated to the Board of Directors and a call for nominations to the vacant position(s) shall be sent immediately to the GSA membership. The remaining Executive shall be responsible for selecting a suitable candidate for the vacant position(s). Ratification of this decision will be made at the next scheduled meeting of the Board of Directors. The newly elected Executive shall begin their duties immediately after ratification with their term expiring on April 30.

Removal of an Executive

5.8.1 For reasons of grossly inappropriate or criminal behaviour, or violations of the GSA Human Rights Statement or University of Guelph Human Rights Policy, members of the Executive may be removed by a two-thirds (2/3) majority vote by the Board of Directors. This action is not in substitution for a grievance against the individual, complaints to the University of Guelph Human Rights and Equity Office, or criminal or civil charges, and these options may also be pursued.

5.8.2 A referendum to remove an Executive may be requested by submitting a completed Request to Remove form, available from the GSA Office Manager with any of the following groups:

- a) one-fifth (1/5) of the membership;
- b) two-thirds (2/3) voting members of the Board of Directors; or
- c) three-quarters (3/4) of the Executive.

5.8.3 Upon receipt of a request to hold a referendum to remove an Executive, the President and CEO shall schedule a special meeting of the Board of Directors at which the referendum shall take place. This meeting shall take place no more than



ten (10) days following receipt of the request. In the event the President and CEO is the position to be removed, the Vice President Internal shall be responsible for scheduling the special meeting.

5.8.4 In the case of 5.8.2 a), members of the GSA are allowed to attend and vote at the special meeting.

5.8.5 A two-thirds (2/3) majority vote of no-confidence of those present at the special meeting and voting is required to remove the Executive.

5.8.6

Executive Honouraria

5.9.1 The President and CEO shall receive an Honourarium in the amount of eight hundred and twenty-nine dollars and 70 cents (\$829.70) per month for the duration of their term. The honourarium shall increase annually by an amount in agreement with the Cost of Living Allowance.

5.9.2 The Vice President Internal, Vice President Finance, and Vice President External shall each receive an honourarium in the amount of seven hundred and sixty-seven dollars and 53 cents (\$767.53) per month for the duration of their term. The honouraria shall increase annually by an amount in agreement with the Cost of Living Allowance.

Appointed Officers

Chair

6.1.1 The responsibilities of the Chair of the GSA Board of Directors shall be:

- a) to preside over all meetings of the Board of Directors and the Annual General Meeting;
- b) to have a working knowledge of Robert's Rules of Order and the GSA Bylaws;
- c) to oversee General Meetings of the GSA according to Robert's Rules of Order and the Bylaws, and in conjunction with the Vice President Internal, enforce the Bylaws at meetings of the GSA;
- d) as it pertains to meetings of the Board of Directors or the Annual General Meeting, to act as an advisor to members of the Board of Directors on issues pertaining to Robert's Rules of Order and the GSA Bylaws; and
- e) to ensure that all routine items of GSA business are discussed by the Board of Directors, or the GSA membership in the case of the Annual General Meeting, and that all agenda items are addressed.

6.1.2 The Chair may not stand for election or hold an elected seat on the Board of Directors, and may not be a member of any GSA committees while holding the position of Chair.

6.1.3 The Chair shall not hold a term of more than three (3) years in duration.



Chief Returning Officer

- 6.2.1** The responsibilities of the Chief Returning Officer (CRO) of the GSA shall be:
- a) to, in accordance with all relevant provisions of the GSA Bylaws, preside over all GSA elections, by-elections, and referenda; and
 - b) to have a working knowledge of the GSA Bylaws.
- 6.2.2** The CRO may not stand for election or hold an elected Executive position while holding the position of CRO.
- 6.2.3** The CRO shall not hold a term of more than three (3) years in duration.

Appointment of Chair and CRO

- 6.3.1** Appointed officers must be current members of the GSA, as outlined in Section 2.0.
- 6.3.2** The Executive shall be responsible for selecting a suitable candidate for the positions of Chair and CRO according to the following procedure:
- a) vacancies in appointed positions shall be announced to the GSA membership and nominations for suitable candidates sought immediately upon any position becoming vacant.
 - b) applications for the vacant position(s) shall be received until a suitable candidate is chosen.
 - c) The Chair should have previously served on the Board of Directors for at least six (6) months or have been a past executive member. In extenuating circumstances, preference will be given to candidates with prior chairing or related experience.
- 6.3.3** The Vice President Internal shall be responsible for fulfilling the responsibilities of the Chair and/or CRO while the position(s) is/are vacant.

Removal of an Appointed Officer

- 6.4.1** An Appointed Officer may be removed from their position by either:
- a) a two-thirds (2/3) majority vote of the members of the Board of Directors at a regular or special meeting of the Board of Directors; or
 - b) a three-quarters (3/4) majority vote of the Executive.

Appointed Officer of Honouraria

- 6.5.1** The Chair shall receive an honourarium in the amount of seventy-nine dollars and 15 cents (\$79.15) per meeting that they are in attendance as Chair.
- 6.5.2** The CRO shall receive an honourarium in the amount of one hundred and five dollars and 92 cents (\$105.92) for each semester they hold the position of CRO and are required to oversee a GSA election, by-election, or referendum.
- 6.5.3** The Activities and Communications Coordinator shall receive an honourarium in the amount of seven hundred and sixty-seven dollars and 53 cents (\$767.53) per month, effective August 1st, 2020.



6.5.4 No appointed officer shall be permitted to exceed 10 hours per week.

Committees

General Committee Procedures

7.1.1 GSA standing committees and ad-hoc committees shall be called and chaired by an Executive to be decided on by the GSA Executives as a group. The Executive, as a group, shall be responsible for appointing the chair of any ad hoc committee(s).

7.1.2 GSA standing committees should have a minimum of four (4) members in addition to the chair.

7.1.3 Quorum for all GSA committees shall be three-fifths (3/5) of the members of said committee.

7.1.4 All members of a GSA committee, including the chair, shall be allowed to vote on all motions discussed at meetings of said committee. Motions discussed at committee meetings shall be decided by majority vote of the members present at said meeting. In the case of a tie, the motion fails.

7.1.5 Minutes should be recorded for all GSA standing committee meetings, and provided to the Office Manager within seven (7) days of the meeting.

7.1.6 Committee vacancies will be filled according to a fair procedure decided upon by the Vice President Internal.

7.1.7 No GSA member may be denied membership to any GSA standing committee, where a vacancy exists, except in case of a conflict of interest.

7.1.8 The members of a committee may request participation of non-members of the GSA in an advisory role, if necessary. In these circumstances, the same committee reporting procedures must be followed by the non-member.

7.1.9 All committees shall record meeting minutes and make regular reports to the Board of Directors.

7.1.10 Additional ad hoc committees may be formed, where necessary, by a majority vote of the Board of Directors. No committee may be formed that would, in principle or de facto, remove, replace, restrict, or in any way reduce the power of the Board of Directors or its Executive, as outlined herein.

7.1.11 Upon completion of appointed task(s), ad hoc committees shall make a final report to the Board of Directors on their actions and recommendations, and unless otherwise instructed shall then be dissolved.

7.1.12 Whether or not an ad hoc committee has fulfilled its mandate, it may be dissolved at any time by a majority vote of the Board of Directors.

7.1.13 A member of the GSA standing committee(s) may be recalled and replaced after three (3) consecutive absences from meetings of said committee.

7.1.14 Recall of a representative may be requested by:

- a) the standing committee to which they have been appointed;
- b) a two-thirds (2/3) majority vote of the Board of Directors; or
- c) a three-quarters (3/4) vote majority of the Executive.



7.1.15 GSA Standing Committees include:

- a) Bylaws Committee
- b) Finance Committee
- c) Grad Student Lounge Sustainability Committee
- d) Volunteer Committee

Bylaws Committee

7.2.1 The mandate of the Bylaws Committee shall be to provide critical examination and evaluation of the Bylaws and any proposed change(s) to the Bylaws and to ensure the integrity of the Bylaws.

7.2.2 In addition to the general committee procedures as outlined in Section 7.1, the Bylaws Committee shall:

- a) make recommendations for change(s) to GSA governing policy, if any, at the Annual General Meeting and, where necessary, at meetings of the Board of Directors;
- b) be responsible for reviewing any referendum question(s) referred by the Board of Directors;
- c) be chaired by the Vice President Internal; and
- d) meet at least once prior to the Annual General Meeting, ideally once per Fall and Winter semester.

Finance Committee

7.3.1 The mandate of the Finance Committee shall be to oversee the finances of the GSA insofar as how they pertain to advancing the academic goals of graduate students as per the mission statement of the GSA.

7.3.2 In addition to the General Committee procedures as outlined in Section 7.1, the Finance Committee shall:

- a) assist the Vice President Finance in creating the annual GSA budget, bursaries and awards, and in preparing financial updates. Current terms and conditions of the GSA Grants and Bursaries are maintained by the GSA Office Manager;
- b) be chaired by the Vice President Finance and consist of at least two (2) General Directors; and
- c) meet at least once per month, in Fall and Winter semesters and as needed in accordance with GSA grant application deadlines and to review Honouraria.

7.3.3 No member of the Finance Committee shall be permitted to attend meetings in which their own application for financial resources is being considered. No Executive member may apply for financial resources during their term.

Grad Student Lounge Sustainability Committee



7.4.1 The mandate of the Grad Student Lounge Sustainability Committee is to develop short- and long-term goals for the Grad Student Lounge to achieve and maintain financial sustainability.

7.4.2 In addition to the general committee procedures outlined in Section 7.1, the Grad Student Lounge Sustainability Committee shall:

- a) review all financial statements and proposed budgets of the Grad Student Lounge;
- b) develop short- and long-term goals related to Grad Student Lounge Operations;
- c) be chaired by the President and CEO;
- d) have at least three (3) members consisting of Vice President Finance, and two (2) General Directors;
- e) in addition to committee members, have the Grad Student Lounge Manager and the Activities and Communications Coordinator participate in a non-voting advisory capacity;
- f) determine quorum by the voting members only; and
- g) meet at least once per month.

Volunteer Committee

7.5.1 The mandate of the Volunteer Committee is to develop, plan and execute GSA events that advance the academic, professional or social development of graduate students as per the GSA mission statement.

7.5.2 In addition to the general committee procedures outlined in Section 7.1, the Volunteer Committee shall:

- a) assist the Activities and Communications Coordinator in creating, planning and running GSA events throughout the semester as well as daily during Fall Orientation Week;
- b) be chaired by the Activities and Communication Coordinator;
- c) have at least five (5) General Directors on the committee;
- d) hold all GSA events at the Grad Student Lounge; and
- e) plan and coordinate all event dates for the semester at beginning of each semester with the Grad Student Lounge Manager.

University Committees

7.6.1 University committees are those committees that engage in processes of governance that oversee matters of academia, administration objectives, and matters related to the administration of the University.

7.6.2 The Vice President Internal shall be responsible for appointment of members of the Board of Directors to University committees as GSA representatives where a graduate or GSA seat has been provided.

7.6.3 The Executive, as a group, shall be responsible for appointing an Executive(s)



to represent the GSA on University Committee(s) requiring Executive membership.

7.6.4 Duties of appointed GSA representatives on University committees shall be to:

- a) attend all meetings required by their position or, if permitted by the committee, arrange for an alternate representative to attend;
- b) seek input from the Board of Directors on business arising at committee meetings, where required;
- c) inform the Executive of matters requiring urgent attention; and
- d) make regular reports to the Board of Directors as to the proceedings of the University committee to which they are appointed.

7.6.5 A GSA representative on a University committee may be recalled and replaced if they fail to fulfill the duties of representing the GSA on said committee or after three (3) absences from meetings of said committee. Recall of a representative may be requested by:

- a) the University committee to which they have been appointed;
- b) a two-thirds (2/3) majority vote of the Board of Directors; or
- c) a three-quarters (3/4) majority vote of the Executive.

7.6.6 It is the responsibility of the GSA representative to inform the Vice President Internal of committee absences. Any dispute regarding the replacement or removal of the GSA representative from a committee may be reviewed by the Bylaws Committee.

Referenda

Referendum Questions

8.1.1 Any referendum question must consist of a preamble and a clearly stated proposition requiring a “Yes” or “No” answer.

8.1.2 Any referendum question shall be brought to the Board of Directors for consideration and a referendum shall be held upon approval of the question by a two-thirds (2/3) majority vote. The Board of Directors may refer any referendum question to the Bylaws Committee for review before final approval.

8.1.3 No referendum shall be held on the same or similar question(s) within two (2) years of the previous question(s) being asked, except for a referendum required for policy or contractual obligations, pursuant to Section 9.0.

Conducting Referenda

8.2.1 Unless deemed otherwise by the Board of Directors, any referendum shall be held in conjunction with the Executive election process and shall therefore follow the same procedures for campaign, voting, ballot distribution, and results as set out in Section 5.6.

8.2.2 The CRO shall give notice of a referendum to the GSA membership at least fourteen (14) days before the last day to register for a “Yes” or “No” campaign.



8.2.3 The ballot displaying the question shall have a preamble and a clearly worded proposition that requires a “Yes,” “No,” or “Decline” answer.

8.2.4 Quorum for a vote on a referendum question shall be ten percent (10%) of the membership of the GSA. The decision of the voting members shall be based on the answer receiving the majority of votes. In the event of a tie, the referendum fails.

Referendum Campaigns

8.3.1 “Yes” and/or “No” campaigns shall be conducted according to the following procedures:

- a) all members of the GSA are allowed to conduct a “Yes” or “No” campaign. Any GSA member wishing to conduct either a “Yes” or “No” campaign during any referendum must officially register their campaign with the CRO by 4:30 pm (EST) on the last working day prior to the start of the campaign period for which the referendum is being conducted;
- b) the Board of Directors may officially take a “Yes” or “No” position on any referendum question which must be voted on during a meeting of the Board of Directors;
- c) there shall be only one official “Yes” campaign and one official “No” campaign for each referendum; and
- d) a representative from each of the campaigns shall attend an information session organized and conducted by the CRO immediately following the campaign registration deadline. Failure to attend the information session shall result in the disqualification of official campaign status.

8.3.2 Campaign Materials

- a) each campaign is permitted to submit a statement of up to five hundred (500) words in length to the CRO to be distributed to the GSA membership. The CRO has the authority to refuse to distribute any statement that exceeds the word limit or is determined to be libelous or offensive in nature.
- b) the CRO shall review all campaign materials, including all material posted on social media, prior to publishing to ensure that they are not all libelous or offensive. If any campaign material is published without permission, the CRO can choose to remove that position’s representation from the campaign.
- c) campaign spending shall be limited to seventy-five dollars (\$75.00) per campaign. Campaign materials for which a candidate is charged less than the market value shall be accounted for in the campaign spending limits at fair market value as determined by the CRO.
- d) campaign expenses shall be reimbursed to the candidate by the GSA



upon receipt of a summary of expenses, along with receipts, which shall be submitted to the CRO on the last day of the campaigning period.

Referendum Results

8.4.1 Referendum results shall be determined and reported as per the following procedures:

- a) the CRO shall obtain the referendum results following the voting period.
- b) for any referendum, the answer with the greatest number of votes shall be declared the outcome. In the event of a tie, the referendum fails.
- c) the CRO shall prepare a summary report outlining the results of the referendum and the total number of votes cast for each question. This report shall be presented to the Board of Directors via email and to the GSA membership at the AGM.

Policies and Contractual Agreements

Student Organization Policy

9.1.1 The GSA is a recognized Primary Student Organization at the University and shall be required to abide by all University policies and procedures, as outlined in the Student Organization Policy.

Universal Bus Pass

9.2.1 The University Bus Pass contract is between the City of Guelph/Guelph Transit and the GSA, and organized through the CSA/GSA Transit Committee.

9.2.2 The Universal Bus Pass shall be distributed to graduate students by the GSA according to the Universal Bus Pass policy.

Health and Dental Plan

9.3.1 The Health and Dental Plan contract is between an insurance broker and the GSA and is managed by the Student Health and Dental Plan Committee.

9.3.2 The Health and Dental Plan shall be administered by the Student Benefits Office at the University.

Petitions, Delegations, and Representation

9.4.1 The mandate of the Petitions, Delegations, and Representation (Activities Grant) policy shall be to distribute GSA funds available to organizations and groups hosting events that advance the mission statement of the GSA.

9.4.2 The GSA shall make funds available for the direct purpose of distribution to organizations and groups seeking funds through the Activities Grant application



process.

9.4.3 The distribution of Activities Grant funds shall be according to the following procedures:

- a) Activities Grant request form, referred to as the Graduate Student Association Activities Grant (PDR) Application, shall be available from the GSA Office Manager and on the GSA website;
- b) only requests advancing the mission statement of the GSA shall be considered;
- c) applications will be accepted on a first-come-first-served basis and up to three (3) qualifying applications will be considered per meeting of the Board of Directors (no applications considered during the AGM or during special meetings);
- d) no organization or group may request GSA funding, through the Activities Grant process, more than once during a fiscal year (May 1 to April 30);
- e) organizations or groups requesting funding through the Activities Grant process must provide a detailed description of proposed activities, including a detailed budget, and must be for events that have not yet occurred;
- f) funding request must be submitted to the GSA Office Manager at least ten (10) days before the next meeting of the Board of Directors; and
- g) Activities Grant presentations shall not exceed five (5) minutes. The Board of Directors shall be permitted to ask questions of the presenter following the presentation, after which any individual present connected with the Activities Grant being discussed shall leave the meeting until a decision has been made.

Financial Procedures

Signing Authority

10.1.1 The President and CEO, Vice President Internal, Vice President Finance, GSA Office Manager, and Grad Student Lounge Manager will have authority as bank signing officers for the GSA. All Executives may sign on behalf of the GSA for matters relating to their portfolio.

10.1.2 The signatures of two (2) signing officers must be present on all financial documents (including, but not limited to, cheques and contracts), one of which must be an Executive. No Executive signature shall be required for Grad Student Lounge operational expenses with a value of less than three hundred dollars (\$300.00).

10.1.3 No financial documents (including, but not limited to, cheques and contracts) beyond those required for regular business operations may be created or signed without the approval of the President and CEO in consultation with the Vice President



Internal and Vice President Finance.

Investments

10.2.1 Upon receipt of student fees each semester, bus pass, health and dental plan, and GSA membership fees shall be entered into short term Guaranteed Investment Certificates (GICs) until the funds must be dispensed according to contractual obligations (bus pass, health plan, dental plan) or required for GSA operations (GSA membership fees).

10.2.2 Section 10.2.1 is subject to budgetary considerations as may be determined by the Executive.

Savings

10.3.1 Budget permitting, five percent (5%) of GSA membership fees received each semester are to be deposited into a savings instrument.

10.3.2 These funds may be spent only upon approval by the Board of Directors.

10.3.3 Decisions of the expenditure of such funds must receive two-thirds (2/3) majority vote of the members of the Board of Directors in attendance at a duly called meeting of the Board of Directors.

10.3.4 Such funds are only to be spent on capital expenditures and special initiatives of the GSA.

10.3.5 Such funds may not be spent to support legal costs of GSA members or initiatives that are not endorsed by the GSA.

Grad Student Lounge and GSA Staff

Grad Student Lounge, Grad Student Lounge Manager

11.1.1 The Grad Student Lounge is owned and operated by the GSA, with the Grad Student Lounge Manager serving as a hired agent working on behalf of the Board of Directors.

11.1.2 Duties of the Grad Student Lounge Manager are as per the contractual agreement on file in the GSA Office.

11.1.3 A financial summary shall be presented to the Board of Directors once per term.

11.1.4 A draft budget shall be presented for information at the Annual General Meeting and a finalized budget shall be presented for approval by the Executive in September.

Activities and Communications Coordinator

11.2.1 The Activities and Communications Coordinator shall be hired by the GSA Executive and Staff and work under the direction of the Graduate Student Lounge Manager and guidance of the Executive Committee and Board of Directors.



11.2.2 Duties of the Activities and Communications Coordinator are as per the contractual agreement developed by the Executive Committee with input from the GSA Office Manager and Grad Student Lounge Manager. These duties include but are not limited to:

- a) creating and distributing at least one (1) newsletter per month to update graduate students on any GSA or graduate student-related business, and GSA Board Meetings, effective August 1st, 2020;
- b) sitting on the UC Digital Signage Review Committee, effective August 1st, 2020;
- c) maintaining Facebook, and Instagram pages for The Fifth according to the GSA Social Media Standard Operating Procedures document; and,
- d) maintaining Facebook, and Twitter pages for the GSA in conjunction with the Vice President External, according to the GSA Social Media Standard Operating Procedures document.

11.2.3 The Activities and Communications Coordinator must provide updates to:

- a) the Grad Student Lounge Manager every week;
- b) the Executive Committee and Staff at monthly Executive meetings; and
- c) General Directors at monthly meetings of the Board of Directors.

11.2.4 The Executive shall be responsible for fulfilling the responsibilities of the Activities and Communications Coordinator while the position is vacant.

GSA Office Manager

11.3.1 The GSA Office Manager shall oversee the operation of the GSA office in accordance with the Bylaws of the GSA.

11.3.2 The GSA Office Manager shall report directly to the President, followed by the Vice President Internal, Vice President Finance, and Vice President External.

11.3.3 The GSA Office Manager shall act as a liaison to the Board of Directors, the GSA membership, and the University community.

11.3.4 Duties of the GSA Office Manager are as per the contractual agreement on file in the GSA Office.

GSA Bylaws and Policy Development

Amendments

12.1.1 Any member of the Board of Directors may recommend amendments to the current Bylaws governing the activities of the GSA at a meeting of the Board of Directors.

12.1.2 Amendments to the Bylaws can include the addition of Appendices containing pertinent information in relation to any section of the Bylaws.



- 12.1.3** Motions presented to the Board of Directors requesting amendment(s) to the Bylaws shall require two-thirds (2/3) majority vote of the Board of Directors to be implemented.
- 12.1.4** Any such recommendations for amendments to the Bylaws may be referred to the Bylaws Committee for further discussion if deemed necessary by the Board of Directors. The Bylaws Committee will present their recommendation(s) at the next regularly scheduled meeting of the Board of Directors.
- 12.1.5** The Board of Directors may not decide on matters influencing any graduate student fee, or on pre-existing contractual obligations, and such matters may only be decided by referendum, as per Section 8.0.
- 12.1.6** Amendment(s) to the Bylaws adopted by the Board of Directors will be presented for ratification by the GSA membership at the AGM. Voting on all such amendments accruing over the year may be done en masse at the AGM during the Bylaws ratification.