

GSA Council Meeting Consolidated AGENDA

Monday, 15 April 2019 at 6:00 pm
2-100 University Hall, Van Vliet Complex

The GSA acknowledges that the University of Alberta is situated on Treaty Six territory and Métis homelands.

Substantive material is sent to all GSA Council members at least one week prior to the date of the meeting to give members abundant time to review. Any additional substantive material received after this mailing will be emailed as soon as possible.

Reports from committees, Directly-Elected Officers, and GSA Management are emailed the Friday before a Monday meeting so that the content is as current as possible.

Speaker Pranidhi Baddam in the Chair

A pizza dinner will be served at 5:15 pm.

OPEN SESSION

Attached Numbered Pages

1. Approval of the 15 April 2019 Agenda (*suggested time: 1 min*)
2. Approval of the Minutes from the 18 March 2019 GSA Council Meeting (*suggested time: 1 min*)
Attachment:
 - i. Minutes from the 18 March 2019 GSA Council Meeting **2.0 - 2.5**
3. Changes in GSA Council Membership (*suggested time: 1 min*)
 - i. Introduction of New GSA Council Members (*If you are new to GSA Council, please let us know it is your first meeting*)
 - ii. Farewell to Departing GSA Council Members (*If this is your last GSA Council meeting, or if your last GSA Council meeting is approaching, please let us know*)

GSA Council Member Announcements

4. GSA Council Member Announcements (*suggested time: 5 mins*)

Action Items

5. Approval of Changes to Dental Coverage Under the GSA Health and Dental Plan (*suggested time: 20 mins*)
Fahed Elian (Vice-President Student Services) will present the item and introduce the guest.

Guest: Colten Yamagishi, Program Manager, Studentcare

Attachment:

- i. Outline of Issue **5.0**
6. Recommended Changes to GSA Bylaw and Policy on Membership (*suggested time: 10 mins*)
Sasha van der Klein (President) will present the item.
Attachments:
 - i. Outline of Issue **6.0**
 - ii. Recommended Changes to GSA Bylaw and Policy on Membership: Double Column **6.1 - 6.2**
 - iii. Recommended Changes to GSA Bylaw and Policy on Membership: Track Changes Document **1 - 102**

7. Recommended Changes to GSA Policy on GSA Recognition Awards (*suggested time: 10 mins*)

Sasha van der Klein (President) will present the item.

Attachments:

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| i. | Outline of Issue | 7.0 |
| ii. | Recommended Changes to GSA Policy on Recognition Awards: Double Column | 7.1 - 7.1 |

Elections

- 8. GSA Council Elections (suggested time – to be determined)**
Kenzie Gordon (GSA Nominating Committee Vice-Chair) will present the item.

GSA Councillor-at-Large Positions (5 vacancies)

Attachment:

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| i. | Nominees for GSA Councillor-at-Large (5 vacancies) | 8.0 - 8.6 |
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GSA Standing Committees

a. GSA Budget and Finance Committee (GSA BFC) (1 vacancy)

Attachment:

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| i. | Nominees for the GSA BFC (1 vacancy) | 8.7 - 8.9 |
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Discussion Item:

- 9. GSA Board Strategic Work Plan: Final Update to GSA Council (suggested time: 20 mins)**
Sasha van der Klein (President) will present the item.

Attachments:

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| i. | Letter to GSA Council from the President | 9.0 - 9.1 |
| ii. | Letter to GSA Council from the Vice-President Academic | 9.2 - 9.3 |
| iii. | Letter to GSA Council from the Vice-President External | 9.4 |
| iv. | Letter to GSA Council from the Vice-President Labour | 9.5 - 9.6 |
| v. | Letter to GSA Council from the Vice-President Student Services | 9.7 |
| vi. | GSA Board 2018-2019 Strategic Work Plan: Key Achievements | 9.8 |
| vii. | GSA Board 2018-2019 Strategic Work Plan [For Information] | 9.9 - 9.15 |

Reports (suggested time: 15 mins)

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| 10. | President (Sasha van der Klein, President) (suggested time: 5 mins) | |
| | i. President's Report | 10.0 - 10.1 |
| | ii. GSA Board Report | 10.2 |
| | iii. GSA Budget and Finance Committee Report (no written report at this time) | |
| | iv. GSA Governance Committee Report (no written report at this time) | |
| 11. | Vice-President Academic (Masoud Aliramezani, Vice-President Academic) (suggested time: 5 mins) | |
| | i. Vice-President Academic's Report | 11.0 - 11.1 |
| 12. | Vice-President External (Zhihong Pan, Vice-President External) (suggested time: 5 mins) | |
| | i. Vice-President External's Report | 12.0 - 12.1 |
| | ii. GSA Awards Selection Committee Report (no written report at this time) | |
| 13. | Vice-President Labour (Beth Richardson, Vice-President Labour) (suggested time: 5 mins) | |
| | i. Vice-President Labour's Report | 13.0 - 13.1 |
| | ii. GSA Labour Relations Committee Report (no written report at this time, next meeting scheduled for 25 April 2019) | |
| 14. | Vice-President Student Services (Fahed Elian, Vice-President Student Services) (suggested time: 5 mins) | |
| | i. Vice-President Student Services' Report | 14.0 - 14.1 |

15. Senator (**Ahsan Ahmed, Senator**)
 - i. Senator's Report (**no written report at this time**)
16. Speaker (**Pranidhi Baddam, Speaker**)
 - i. Speaker's Report (**no written report at this time**)
17. Chief Returning Officer (**Vahid Ayan, Chief Returning Officer**)
 - i. Chief Returning Officer's Report (**no written report at this time**)
18. GSA Nominating Committee (**Kenzie Gordon, GSA Nominating Committee Vice-Chair**) (*suggested time: 5 mins*)
 - i. GSA Nominating Committee Report **18.0 - 18.1**
19. GSA Elections and Referenda Committee (**Leigh Spanner, GSA Elections and Referenda Committee Chair**)
 - i. GSA Elections and Referenda Committee Report (**no written report at this time, next meeting scheduled for 16 April 2019**)
20. GSA Management (**Courtney Thomas, Executive Director**) (*suggested time: 5 mins*)
 - i. Executive Director's Report **20.0 - 20.4**

Question Period

21. Written Questions (*suggested time: 5 mins*)

Question submitted by Councillor-at-Large, Md Amran Howlader: Could the Directly-Elected Officers discuss the steps taken by the GSA concerning the recently approved rent increases for graduate housing?
22. Oral Questions

Adjournment

GSA Council Meeting MINUTES
Monday, 18 March 2019 at 6:00 pm
2-100 University Hall, Van Vliet Complex

IN ATTENDANCE:

Sasha van der Klein (President)	Brett Roughead (Cell Biology)	Clara-Jane Blye (Kinesiology, Sport, & Rec)	Nicholas Ruel (Pharmacology)
Masoud Aliramezani (VP Academic)	Michael Armstrong (Chemistry)	Jiaao Yu (Lab Medicine & Pathology)	Hamda Al Nebaihi (Pharmacy & Pharmaceutical Sciences)
Zhihong Pan (VP External)	Pedro Mateo (Civil & Environmental Engineering)	Julia Guy (Library & Info Studies)	Mattia Sorgon (Philosophy)
Beth Richardson (VP Labour)	Lindsay Moore (Communication Sciences & Disorders)	Alexander Rice (Linguistics)	Kimberley Dice (Physical Therapy)
Fahed Elian (VP Student Services)	Dylan Ashley (Computing Science)	Michelle Michelle (Math & Statistical Sciences)	Yilun Wu (Physiology)
Pranidhi Baddam (Speaker)	Julia Piche (Dentistry)	Milad Rezvani Rad (Mechanical Engineering)	Jason Zhang (Political Science)
Raji Chokkalingam (Deputy Speaker)	Ella Hitchcock (Digital Humanities)	Brendan Todd (Medical Microbiology & Immunology)	Jessica Luki (Psychiatry)
Ahsan Ahmed (Senator)	Deneh'Cho Thompson (Drama)	Sabitha Rajaruban (Medicine)	William Service (Psychology)
Mahmud Amin (Councillor-at-Large)	Casey Buchanan (Earth and Atmospheric Sciences)	Shahnaz Shahtoosi (Modern Languages and Cultural Studies)	Misha Miazga-Rodriquez (Public Health)
Nuanyi Liang (Councillor-at-Large)	Areej Alshammiry (Educational Policy Studies)	Subash Giri (Music)	Noor Al-Zanoon (Rehabilitation Science)
Marc Waddingham (Councillor-at-Large)	Chantal Labonté (Educational Psychology)	Andrew Schmaus (Neuroscience)	Lea Lavy (Religious Studies)
Melissa Woghiren (Councillor-at-Large)	Mohammad Daryaei (Electrical & Computer Engineering)	Jennifer Stevenson (Nursing)	Jared Fath (Renewable Resources)
Hongbing Fan (Agriculture, Food & Nutritional Science)	Kristin Kis (Elementary Education)	Heather Capel (Occupational Therapy)	Yicong Luo (Resources Economics & Environmental Sociology)
Brianna Greenwood (Biochemistry)	Krista Coté (English & Film Studies)	Braden Chow; Joanne Smith (Oncology)	Robert Piazza (Secondary Education)
Ruhul Amin (Biological Science)	Olivia Cornwall (History & Classics)	Matthew Benson (Ophthalmology)	Jon Mora (Surgery)
Kevin Solar (Biomedical Engineering)	Shweta Sridharan (Internetworking)	Khushmol Dhaliwal (Paediatrics)	Samantha Wesch (Women's & Gender Studies)
Rongrong Zhang (Business PhD)			

Guests: Kristin Foster (Studentcare); Colten Yamagishi (Studentcare); Mohammad Shanawaz (Electrical & Computer Engineering); Srujana Mekala (Agriculture, Food & Nutritional Science); Harleen Kaur Dhaliwal (Agriculture, Food & Nutritional Science; 2019-2020 Councillor-at-Large); Damandeep Singh (MBA; Nominee for GSA Nominating Committee).

Speaker Pranidhi Baddam in the Chair.

The meeting was called to order at 6:00 pm. Speaker acknowledged the Traditional Territory of Treaty Six.

Approval of Agenda**1. Approval of the 18 March 2019 Consolidated Agenda**

Members had before them the 18 March 2019 Consolidated Agenda, which had been previously distributed on 15 March 2019. L Moore **MOVED**; S Wesch **SECONDED**.

Motion **PASSED** unanimously.

Approval of Minutes

2. Minutes from the 25 February 2019 GSA Council meeting

Members had before them the 25 February 2019 GSA Council Minutes, which had been previously distributed on 8 March 2019. B Richardson **MOVED**; K Kis **SECONDED**.

Motion **PASSED** unanimously.

Changes in GSA Council Membership

3. Changes in GSA Council Membership

i. Introduction of New GSA Council Members:

M Daryaei (Electrical & Computer Engineering); C Buchanan (Earth and Atmospheric Sciences); H Kaur Dhaliwal (2019-2020 Councillor-at-Large).

ii. Farewell to Departing GSA Council Members

This was the last meeting for S Shahtoosi (Modern Languages and Cultural Studies).

GSA Council Member Announcements

4. GSA Council Member Announcements

M Waddingham informed GSA Council that the Alberta Provincial Advocacy Council (ab-GPAC) would be holding its annual transition meeting in mid-April and invited anyone with questions about ab-GPAC to approach him or F Elian.

Action Items:

5. GSA Health and Dental Plan Fee for 2019-2020

F Elian (Vice-President Student Services) presented the item and introduced the guests, Kristin Foster (Director of Partnership & Development, Studentcare) and Colten Yamagishi (Program Manager, Studentcare).

MOTION BEFORE GSA COUNCIL: That GSA Council **APPROVE** that the GSA Health and Dental Plan Fee be set at \$500.36/annum, effective 1 September 2019, with collection from graduate students to begin 1 September 2019.

F Elian noted that he was pleased to share with GSA Council that there would be no increase in the GSA Health and Dental Plan fee for next year. He added that the GSA Board had been discussing increasing dental coverage for 2019-2020 and was waiting on the February claims report from Studentcare to recommend this increase to dental coverage to GSA Council, hopefully either in April or May.

C Yamagishi explained that the report before GSA Council members outlined Studentcare's projections for the 2019-2020 Plan cost based on claims made since September 2018 and that these projections were used to negotiate the Plan's premium with insurance provider (Desjardins). He added that, based on the claims, there was no need for an increase in the Plan fee. He specified that the proposed 2019-2020 Plan fee was greater than the premium and that moderate increases in coverage could be made to achieve a better maximization of the Plan (the best coverage for cost).

GSA Council members then asked a series of questions including, but not limited to, the impact of this motion to the 2019-2020 Operating Budget, as when it was approved last month it included a projected 5% increase to the Plan fee (C Thomas clarified that that increase was a placeholder for the purpose of budget projection and the actual amount of the fee would now be shown) and the cause for increases in health claims per capita and for decreases in dental claims (C Yamagishi noted that this could be explained by a large increase in optical claims, an increase in the amount individual claims and in the number of claims, an increase in paramedical practitioners (psychology, chiropractic, and massage increased as more doctors now recommend these treatments), and medical equipment claims that were of a one-off nature and not captured as trends (wheelchairs, for example)).

MOTION: That GSA Council **APPROVE** that the GSA Health and Dental Plan Fee be set at \$500.36/annum, effective 1 September 2019, with collection from graduate students to begin 1 September 2019. F Elian **MOVED**; M Waddingham **SECONDED**.

Motion **PASSED** unanimously.

6. 2019 GSA General Election Results: To Receive for Information For the Purposes of Transferring Banking Signing Authority

Y Wu (GSA Elections and Referenda Committee member and Physiology Councillor) presented the item.

MOTION BEFORE GSA COUNCIL: That GSA Council **RECEIVE FOR INFORMATION** the results of the 2019 GSA General Election wherein the following graduate students were duly elected as President, Vice-President Academic, Vice-President External, Vice-President Labour, and Vice-President Student Services:

President	Fahed Elian
Vice-President Academic	Dylan Ashley
Vice-President External	Marc Waddingham
Vice-President Labour	Mohammad Shanawaz
Vice-President Student Services	Chantal Labonté

Y Wu explained that this motion was for GSA Council to receive for information the results of the 2019 General Election. This is required from GSA's bank in order to transfer signing authority on 1 May 2019.

MOTION: That GSA Council **RECEIVE FOR INFORMATION** the results of the 2019 GSA General Election wherein the following graduate students were duly elected as President, Vice-President Academic, Vice-President External, Vice-President Labour, and Vice-President Student Services:

President	Fahed Elian
Vice-President Academic	Dylan Ashley
Vice-President External	Marc Waddingham
Vice-President Labour	Mohammad Shanawaz
Vice-President Student Services	Chantal Labonté

S Wesch **MOVED**; M Aliramezani **SECONDED**.

Motion **PASSED** unanimously.

7. Recommended Changes to GSA Bylaw and Policy on Membership

Sasha van der Klein (President) presented the item.

MOTION BEFORE GSA COUNCIL: That GSA Council **APPROVE**, having been unanimously recommended by the GSA Governance Committee and the GSA Board, the recommended changes to GSA Bylaw and Policy, Section B: Members and associated changes throughout GSA Bylaw and Policy, as shown in the attached double column document and track changes document and effective upon the second reading by GSA Council in the case of GSA Bylaw and the approval of GSA Council in the case of GSA Policy.

S van der Klein indicated that that the terms 'graduate student' and 'GSA member' were currently used interchangeably throughout GSA Bylaw and Policy, and that the recommended changes more clearly defined instances in which each term needed to be used. There were no questions.

MOTION: That GSA Council **APPROVE**, having been unanimously recommended by the GSA Governance Committee and the GSA Board, the recommended changes to GSA Bylaw and Policy, Section B: Members and associated changes throughout GSA Bylaw and Policy, as shown in the attached double column document and track changes document and effective upon the second reading by GSA Council in the case of GSA Bylaw and the approval of GSA Council in the case of GSA Policy. M Miazga-Rodriguez **MOVED**; M Armstrong **SECONDED**.

Motion **PASSED** unanimously.

8. Recommended Changes to GSA Bylaw and Policy on Grants and Bursaries

S van der Klein (President) and F Elian (Vice-President Student Services) presented the item.

MOTION BEFORE GSA COUNCIL: That GSA Council **APPROVE**, having been unanimously recommended by the GSA Governance Committee and the GSA Board, the recommended changes to GSA Bylaw and Policy, Section P:

GSA Grants and Bursaries, as shown in the attached double column document and effective upon approval by GSA Council.

S van der Klein summarized that a number of these recommended changes were editorial, and that the more substantive changes included modifying the age limit associated with eligibility for the GSA Child Care Grant (GSA CCG) from the age of 12 up to the age of 18, increasing the maximum amount provided for a GSA Emergency Bursary (GSA EB) from \$2000 to \$4000, and outlining appeals processes adhered to the tenets of procedural fairness. She noted that, as per GSA Policy, the President could make exceptions to increase the amount of an individual GSA EB beyond \$2000, and that since these exceptions were currently made for the majority of GSA EBs, it made sense to increase the limit in GSA Policy.

B Chow asked for the rationale as to why the GSA CCG currently had an age limit of 12 (historically, the application process for these grants required proof of daycare receipts, and daycare was only provided up to the age of 12, but this grant was no longer solely intended to cover daycare costs) and J Fath asked whether this funding was a more general grant to support the costs of raising children (it was confirmed that this was the case).

MOTION: That GSA Council **APPROVE**, having been unanimously recommended by the GSA Governance Committee and the GSA Board, the recommended changes to GSA Bylaw and Policy, Section P: GSA Grants and Bursaries, as shown in the attached double column document and effective upon approval by GSA Council.
B Todd **MOVED**; B Richardson **SECONDED**.

Motion **PASSED** unanimously.

Elections:

9. GSA Council Elections

GSA Standing Committees

- a. GSA Nominating Committee (1 vacancy)

Nominees for GSA Nominating Committee:

Damandeep Singh (MBA)

P Baddam (Speaker) presented the item and introduced the nominee, who was given the opportunity to address GSA Council by responding to a question provided in advance. P Baddam asked the following question of the candidates for GSA Nominating Committee and the candidate was given 45 seconds to respond: "Taking 45 seconds, please tell us why you'd like to serve on the GSA Nominating Committee."

Reports

10. President

i. President's Report:

Members had before them a written report, which had been previously distributed on 15 March 2019. The report stood as submitted. In addition, S van der Klein congratulated the newly elected President and Vice-Presidents.

ii. GSA Board Report

Members had before them a written report, which had been previously distributed on 15 March 2019. The report stood as submitted.

iii. GSA Budget and Finance Committee Report

Members had before them a written report, which had been previously distributed on 15 March 2019. The report stood as submitted.

iv. GSA Governance Committee Report

Members had before them a written report, which had been previously distributed on 15 March 2019. The report stood as submitted.

11. Vice-President Academic

i. Vice-President Academic's Report:

Members had before them a written report, which had been previously distributed on 15 March 2019. The report stood as submitted. In addition, M Aliramezani reported that the Faculty of Graduate Studies and Research (FGSR) was in the process of

developing a policy to make it possible for domestic students to modify their registration from full-time to part-time (international students had to remain full-time for their study permits). He wanted to share this with GSA Council members to see if they had any specific comments, and noted he would be monitoring the development of this proposed policy for any potential side-effects for graduate students, who would need to be made of aware of funding opportunities they could lose if they switched from full-time to part-time. Members posed a few questions, including but not limited to why this option wasn't currently available (the rationale provided by the Interim Dean of the FGSR was that it was to encourage students to finish their programs earlier, but that it had not seem to reach the intended result); and whether this policy would apply to all faculties and departments, and whether it would affect minimum funding packages currently in place (if the policy was approved, it would apply to all departments, and it would impact access to any minimum funding packages that required graduate students to maintain full-time registration, which was why it would be important to inform graduate students about the potential funding they may lose when deciding whether to switch from full-time to part-time).

12. Vice-President External

i. Vice-President External's Report

Members had before them a written report, which had been previously distributed on 15 March 2019. The report stood as submitted.

ii. GSA Awards Selection Committee Report

Members had before them a written report, which had been previously distributed on 15 March 2019. The report stood as submitted.

13. Vice-President Labour

i. Vice-President Labour's Report

Members had before them a written report, which had been previously distributed on 15 March 2019. The report stood as submitted. In addition, B Richardson reported that the GSA had successfully negotiated with the University a substantial increase to the Graduate Student Support Fund, which was used to support graduate students through the GSA Academic Travel Grants, and the GSA Child Care Grants, the GSA Emergency Bursaries, and the GSA Recognition Awards. She reported that an email had been sent to all graduate students announcing this increase, and that negotiations for the increase had been done in parallel to the collective agreement negotiations (as this fund was for all graduate students, and not just academically-employed graduate students). Additionally, she encouraged all GSA Council members who were members of the bargaining unit to continue reading her email updates about the ongoing collective agreement negotiations.

ii. GSA Labour Relations Committee Report

No written report at this time.

14. Vice-President Student Services

i. Vice-President Student Services' Report

Members had before them a written report, which had been previously distributed on 15 March 2019. The report stood as submitted.

15. Senator

i. Senator's Report

No written report at this time.

16. Speaker

i. Speaker's Report

Members had before them a written report, which had been previously distributed on 15 March 2019. The report stood as submitted. In addition, P Baddam noted that based on the feedback provided in the GSA Council survey in February, her report included two suggested modifications to GSA Council meetings: providing estimated start and end times for each agenda item, and moving GSA Council elections to the start of each GSA Council agenda. Following a discussion of these two suggestions, GSA Council members voted in a straw poll to provide their feedback (the results of this were a desire to try timed agenda items for the next two meetings and to leave elections in its current place on the GSA Council agenda).

17. Chief Returning Officer

i. Chief Returning Officer's Report

Members had before them a written report, which had been previously distributed on 15 March 2019. The report stood as submitted.

18. GSA Nominating Committee

i. GSA Nominating Committee Report

Members had before them a written report, which had been previously distributed on 15 March 2019. The report stood as submitted. In addition, R Barta stated that at the last in-person GSA Nominating Committee (GSA NoC) meeting in January, the GSA NoC agreed that nominees for the GSA Council-Elected Officer positions of Senator, Speaker, Deputy Speaker, Chief Returning Officer (or CRO), and Deputy Returning Officer (or DRO) merited a more rigorous vetting process than what was already in place (nominees for a given position were invited to attend the GSA Council meeting when the election for the given position took place, and if all nominees were present, they were invited to speak to GSA Council before ballots were cast). R Barta proposed three different options that the GSA NoC had suggested to modify the current process. These options were: that GSA Council members have the opportunity to ask questions of all the nominees for a given GSA Council-Elected Officer position, similar to the style of a forum, or that GSA Council members have the opportunity to ask questions of each nominee for a given GSA Council-Elected Officer position, individually, while the rest of the nominees for that same position are asked to step outside the room, or that the GSA NoC, on behalf of GSA Council, conduct an individual interview with each nominee for a given GSA Council-Elected Officer position prior to the meeting of GSA Council, similar to the procedure undertaken by the GSA NoC in approving nominees for vacancies on the GSA Appeals and Complains Board. GSA Council members discussed the various options at-length, and then voted in a straw poll to provide their preferences for the three options and indicated a preference for the second option. R Barta thanked GSA Council members for their feedback, which he would take back to the GSA NoC for further discussion and informed GSA Council of these discussions at a later meeting.

19. GSA Elections and Referenda Committee

ii. GSA Elections and Referenda Committee Report

Members had before them a written report, which had been previously distributed on 15 March 2019. The report stood as submitted.

20. GSA Management

i. Executive Director's Report

Members had before them a written report, which had been previously distributed on 15 March 2019. The report stood as submitted.

Question Period

21. Written Questions

There were no written questions received.

22. Oral Questions

M Woghren asked about the ability of individual graduate student groups to enforce rules upon their members, such as through the creation of a code of conduct, and whether there were any University policies prohibiting these activities (S van der Klein responded that if a code of conduct violated the University's Code of Student Behavior, it would not be permitted, B Richardson spoke about the challenges associated with decentralization and situations in which Faculties or Departments tried to create their own specific policies, and F Robertson clarified that graduate student group policies and procedures fell under the Dean of Students Office, and recommended contacting this office with further questions about the authority of a graduate student group to develop or implement a code of conduct that would impact students within a graduate student group).

Adjournment

The meeting was adjourned at 6:58 pm.

Outline of Issue

Changes to Dental Coverage Under the GSA Health and Dental Plan

Suggested Motion for GSA Council:

MOTION: That GSA Council **APPROVE** that dental coverage under the GSA Health and Dental Plan be increased from an annual maximum of \$500 per Plan member per policy year to an annual maximum of \$650 per Plan member per policy year to begin 1 September 2019.

Note: This addition will cost between \$18 and \$19 per Plan member per policy year. As approved at the March GSA Council meeting, the 2019-2020 Plan fee will remain at \$500.36 per Plan member and this increase will still allow for around \$5 per Plan member to be deposited in the GSA Health and Dental Plan Reserve Fund (HDPRF). The final amount of the increase in coverage will be dependent on final negotiation with Desjardins.

Background:

Past surveys conducted by Studentcare and discussion at GSA Council has shown an interest from Plan members in increasing dental coverage. As the GSA has seen a decline in claims for a few years, it is recommended that an increase in dental coverage is appropriate at this time (however, it is important to note that this might result in an increase in the cost of the Plan in future years as the cost is driven by both the volume and amount of claims and expanding coverage may result in an increase in claims).

As noted at the March GSA Council meeting, the GSA Board had previously discussed this matter and agreed to bring forward to GSA Council a motion to increase dental coverage under the Plan. At that time, early analysis from Studentcare projected that dental coverage could be increased up to \$700 per Plan member per policy year but, following the receipt of additional claims analysis, increasing coverage to \$700 would mean that the Plan fee and the cost of the Plan fee would be almost the same and so would not allow for any funds (or only a very small amount) to be deposited in the HDPRF. Accordingly, GSA Board recommends to GSA Council an increase in dental coverage of \$650 per Plan member per policy year to begin 1 September 2019; this increase would both not involve a draw down of the HDPRF and would allow for around \$5 per Plan member to be deposited in the HDPRF.

Jurisdiction:

GSA Bylaw and Policy, Section M: GSA Health and Dental, GSA Policy, GSA Health and Dental Plan and GSA Health and Dental Plan Reserve Fund, Section M.POL.6.1:

"The amount of the Plan fee includes both Plan premiums and administrative overhead. The Plan fee may include an amount for the replenishment of the Health and Dental Plan Reserve Fund."

GSA Bylaw and Policy, Section M: GSA Health and Dental, GSA Policy, GSA Health and Dental Plan and GSA Health and Dental Plan Reserve Fund, Section M.POL.9.1:

"The GSA Board (GSAB) is mandated to oversee the implementation, administration, and performance of the GSA Health and Dental Plan, and to make recommendations to GSA Council regarding the Plan."

GSA Bylaw and Policy, Section M: GSA Health and Dental, GSA Policy, GSA Health and Dental Plan and GSA Health and Dental Plan Reserve Fund, Section M.POL.10.1:

"GSA Council, on the recommendation of the GSAB, must approve any increase in the Plan fee or modification of coverage. Any increase in the Fee or modification of coverage must be approved by GSA Council on the recommendation of the GSA Board. Any increase in the Fee exceeding 15% of the previous year's Fee must also be put to a referendum."

GSA Bylaw and Policy, Section M: GSA Health and Dental, GSA Policy, GSA Health and Dental Plan and GSA Health and Dental Plan Reserve Fund, Section M.POL.11.1.b:

"All surpluses from Plan fees must be transferred into the HDPRF at the end of the fiscal year."

Outline of Issue

Recommended Changes to GSA Bylaw and Policy on GSA Membership Definitions

Suggested Motion for GSA Council:

That GSA Council **APPROVE**, having been unanimously recommended by the GSA Governance Committee and the GSA Board, the recommended changes to GSA Bylaw and Policy, Section B: Members and associated changes throughout GSA Bylaw and Policy, as shown in the attached double column document and track changes document and effective upon the second reading by GSA Council in the case of GSA Bylaw and the approval of GSA Council in the case of GSA Policy.

NOTE: This is the second reading of recommended changes to GSA Bylaw and first and only reading of recommended changes to GSA Policy. The first reading of recommended changes to GSA Bylaw was approved at the March GSA Council meeting. Subsequent to GSA Council seeing this proposal in March, the GSA office noticed some additional purely editorial changes, which have been added to the track changes document.

Background:

The attached proposal for recommended changes to GSA Bylaw and Policy address the following:

- Throughout GSA Bylaw and Policy, there are inconsistent references to “GSA members” and “graduate students.” The recommended changes would ensure the use of consistent terminology within GSA Bylaw and Policy by distinguishing that “GSA members” include both registered full-time or part-time graduate students and those who are not required to be actively registered (ie, a graduate student on leave who has opted not to register while on leave), while “graduate students” would include both GSA members and a very small sub-group of individuals studying at the U of A but not considered GSA members (ie a very small number visiting students who may only be paying tuition and fees to their home institution and not the U of A).
- Clarification that “GSA members” can run for Directly-Elected Officer and Council-Elected Officer positions, vote in GSA General Elections and Referenda, and access GSA services, whereas while “graduate students” do not have access to these things, the GSA continues to advocate on issues that affect them and they are eligible to serve on University committees (it is beyond the scope of the GSA to dictate which graduate students are eligible to serve on University committees as this is the purview of the University).
- Removing the category of honorary membership, as there is currently no substantive difference between associate membership and honorary membership.
- Addition of a central statement outlining the services that GSA members have access to through their membership.
- Clarification that GSA membership fees are only assessed in the fall and winter terms.

The GSA Governance Committee recommended this proposal to GSA Council at its 7 February 2019 meeting. The GSA Board reviewed and recommended this proposal to GSA Council at its 27 February 2019 meeting.

Jurisdiction:

Section F: Standing Committees, GSA Policy, Standing Committees, Section F.POL.4.2.a

The GSA GC will “advise GSA Council on matters of GSA Bylaw and Policy not in the purview of any other GSA Standing Committee, or other governance issues, and recommend changes to GSA Council.”

GSA Bylaw and Policy, Section A: Authority, GSA Bylaw, Authority, Section A.BYL.1.2

“These Bylaws ... may be amended by two (2) two-thirds majority votes of GSA Council held on seven (7) calendar days’ notice of Motion and no less than one (1) week apart.”

GSA Bylaw and Policy, Section A: Authority, GSA Bylaw, Authority, Section A.BYL.2.2

“GSA Policy is under the jurisdiction of GSA Council and may be amended by a simple majority vote of GSA Council at any meeting of GSA Council.”

Prepared by L Hareuther, J Tanguay, and C Thomas for 15 April 2019 Council

Recommended Additions to GSA Bylaw and Policy (Members)	
Current GSA Bylaw and Policy (<i>deletions noted by a strikethrough</i>) and Recommended Changes (<i>additions underlined</i>)	Rationale/Background
Section B: Members	<i>No change.</i>
Purpose and Scope...	<i>No change.</i>
Definitions...	<i>No change.</i>
Other Specifically Related Sections of GSA Governing Documents...	<i>No change.</i>
GSA Bylaw: Members	<i>No change.</i>
B.BYL.1.1...	<i>No change.</i>
B.BYL.1.1.a All full-time graduate students while they are registered (<u>where applicable</u>) at the University of Alberta after being admitted to the Faculty of Graduate Studies and Research (FGSR),	<i>Recommended clarification that, in situations where a graduate student is not required to be actively registered (i.e. if a graduate student goes on leave and does not have to be registered in their program), they maintain their GSA membership, along with all associated rights and privileges).</i>
B.BYL.1.1.b All part-time graduate students while they are registered (<u>where applicable</u>) at the University of Alberta after being admitted to the FGSR, <u>and</u>	<i>See above rationale.</i>
B.BYL.1.1.c All associate members, and	<i>Editorial.</i>
B.BYL.1.1.d All honorary members.	<i>Recommended removal, as there is currently no substantive difference between associate membership (currently covered in B.BYL.1.2) and honorary membership.</i>
B.BYL.1.2...	<i>No change.</i>
B.BYL.1.3 GSA Council may confer an honorary membership of the GSA upon any person(s) deemed worthy of the honour.	<i>See above rationale.</i>
B.BYL.1.4 3 ...	<i>No change, except to renumber.</i>

B.BYL.2 Membership Fees	<i>No change.</i>
B.BYL.2.1 Pursuant to Section 95(2)(f) of the <i>Post-Secondary Learning Act</i> , annual membership fees will be paid by all members of the GSA <u>who are assessed tuition in the fall and winter terms except associate and honorary members.</u>	<i>Recommended clarification that GSA membership fees are only assessed in the fall and winter terms, and as such, associate members do not pay membership fees.</i>
B.BYL.2.2 – B.BYL.2.3...	<i>No change.</i>
B.BYL.3 Rights, Privileges, and Responsibilities of Members	<i>No change.</i>
B.BYL.3.1 All GSA members, except associate members, current full-time and part-time graduate students are eligible to vote in all GSA elections, <u>and referenda.</u>	<i>Recommended clarification that associate members are not eligible to vote in GSA elections and referenda, and that, in situations where a graduate student is not required to be actively registered (i.e. if a graduate student goes on leave and does not have to be registered in their program), they maintain their GSA membership, along with all associated rights and privileges).</i>
B.BYL.3.2 All members of the GSA members may attend GSA Council meetings as observers, subject to the rules of order of the assembly.	<i>Editorial.</i>
B.BYL.3.3 <u>Subject to the provisions of contractual agreements, all GSA members (except associate members) have access to services provided by the GSA, including the GSA Health and Dental Plan, GSA Recognition Awards, Graduate Student Assistance Program, GSA grants and bursaries, and the U-Pass service.</u>	<i>Recommended clarifying statement to outline in one central statement the services that GSA members have access to through their membership.</i>
B.BYL.3.4 All members of the GSA members have the privilege of booking meeting rooms in accordance with GSA Board Policy.	<i>Editorial.</i>
B.BYL.3.5 All members of the GSA members must exercise shared responsibility in monitoring the performance and conduct of GSA Officers, and monitoring for potential conflicts of interest and/or conflicts of commitment among GSA members, as defined in Section H: Performance, Conduct, Responsibilities, and Attendance, and the GSA Appeals and Complaints Board.	<i>Editorial.</i>

Note for Information: All instances of “graduate student” or “GSA member” that have been highlighted in yellow indicate current language in GSA Bylaw and Policy that would remain the same, and all instances of “graduate student” or “GSA member” in track changes indicate sections where edits are recommended



GSA Bylaw and GSA Policy - Integrated

GSA Bylaw

The Graduate Students' Association
of the University of Alberta

Last updated: 2019-01-28
(YYYY-MM-DD)

Certified by: Pranidhi Baddam, GSA Speaker
(name, GSA Speaker)
2019-01-28

GSA Policy

The Graduate Students' Association
of the University of Alberta

Last updated: 2019-01-28
(YYYY-MM-DD)

Certified by: Pranidhi Baddam, GSA Speaker
(name, GSA Speaker)
2019-01-28

GSA Bylaw
Amended 28 January 2019¹

Establishment

The GSA Bylaws are established by order of the *Post-Secondary Learning Act* (Section 95(2)).

Amendments to GSA Bylaw

All changes to GSA Bylaw are approved by a two-thirds majority vote in favour at two (2) meetings of GSA Council no less than one (1) week apart.

Maintenance of GSA Bylaw

GSA Bylaw will be stored in the GSA office and posted on the GSA website. When GSA Bylaw is changed, as directed by GSA Council, previous versions will be archived in the GSA office and made accessible upon request.

Changes to GSA Bylaw will maintain the predefined styles for governing documents at the GSA and all revision dates will be recorded within GSA Bylaw.

¹ Editorial revisions to all GSA Bylaw made by the GSA Governance Committee on 21 May 2013, 9 August 2013, 21 January 2014 (Chair and Vice-Chair, under delegated authority from the GSA Governance Committee), 31 October 2016, and 27 November 2018.

GSA Policy
Amended 28 January 2019²

Establishment

GSA Policy is established by GSA Bylaw. As per GSA Bylaw, GSA Policy contains all policies and procedures passed by GSA Council except as contained in any other governing document.

Amendments to GSA Policy

As per GSA Bylaw, GSA Policy is under the jurisdiction of GSA Council and may be amended by a simple majority vote of GSA Council at any meeting of GSA Council. As per GSA Policy, the GSA Governance Committee may make any editorial changes (such as factual inaccuracies and other editorial issues) to the GSA governing documents as deemed necessary by the committee.

Maintenance of GSA Policy

GSA Policy will be stored in the GSA office and posted on the GSA website. When GSA Policy is changed, as directed by GSA Council, previous versions will be archived in the GSA office and made accessible upon request.

Changes to GSA Policy will maintain the predefined styles for governing documents at the GSA and all revision dates will be recorded within GSA Policy.

² Editorial revisions to all GSA Policy made by the GSA Governance Committee on 19 March 2013, 21 May 2013, 9 August 2013, 21 January 2014 (Chair and Vice-Chair, under delegated authority from the GSA Governance Committee), 31 October 2016, and 27 November 2018.

User's Guide to the Integrated GSA Bylaw & Policy

- GSA Bylaws are the rules that govern the GSA, which the GSA is allowed to make under the *Post-Secondary Learning Act* (Section 95(2)).
- GSA Policies are the general principles by which the GSA is run, and typically elaborate on rules set out in GSA Bylaw.
- GSA Bylaw and GSA Policy are distinguished from each other through the headers of each section.
- GSA Bylaw always comes before relevant GSA Policy. Not all GSA Bylaws have related GSA Policies, and *vice versa*.
- Footnotes indicate the date changes were made and the governing body that approved the changes. A full list of revision dates is available at the end of this document.
- All sections have tables at the beginning which outline the purpose and scope of the associated GSA Bylaw and/or GSA Policy, note any other specifically related sections of GSA Bylaw and Policy or GSA Board Policy that should be consulted, and provide definitions of terminology used within that section. When reviewing a section that notes other specifically related sections of GSA governing documents, users should turn to those sections to ensure they have a full understanding of the topic at hand.

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Section A: Authority

Purpose and Scope: This bylaw governs the authority of the GSA pursuant to the <i>Post-Secondary Learning Act</i>	
Definitions	None
Other Specifically Related Sections of GSA Governing Documents	None

GSA Bylaw: Authority³**A.BYL.1 General**

- A.BYL.1.1 By order of Section 94(1) of the *Post-Secondary Learning Act*, the name of the organisation will be “the Graduate Students’ Association of the University of Alberta,” hereafter referred to as the GSA.
- A.BYL.1.2 These Bylaws constitute bylaws for the purpose of Section 95(2) of the *Post-Secondary Learning Act*, and may be amended by two (2) two-thirds majority votes of GSA Council held on seven (7) calendar days’ notice of Motion and no less than one (1) week apart.
- A.BYL.1.3 The GSA maintains the following additional governing documents:
- A.BYL.1.3.a GSA Policy and
 - A.BYL.1.3.b GSA Board Policy.
- A.BYL.1.4 For the purpose of activities related to collective bargaining, the GSA must also comply with the relevant sections of the *Labour Relations Code*.

A.BYL.2 GSA Policy

- A.BYL.2.1 GSA Policy contains all policies passed by GSA Council except as contained in any other governing document.
- A.BYL.2.2 GSA Policy is under the jurisdiction of GSA Council and may be amended by a simple majority vote of GSA Council at any meeting of GSA Council.

A.BYL.3 GSA Board Policy

- A.BYL.3.1 GSA Board Policy details high-level operational policies of the GSA.
- A.BYL.3.2 GSA Board Policy is under the jurisdiction of the GSA Board and may be amended by a simple majority vote of the GSA Board at any meeting of the GSA Board, with changes to be reported to GSA Council.

³ Approved by GSA Council on 13 December 2010. Amended by the Annual General Meeting on 28 March 2011. Amended by GSA Council on 14 March 2018 and 18 June 2018.

Section B: Members^[1]

Purpose and Scope: This bylaw governs membership with the GSA, including associated rights and privileges	
Definitions	None
Other Specifically Related Sections of GSA Governing Documents	GSA Bylaw and Policy, Section C: GSA Council GSA Bylaw and Policy, Section H: Performance, Conduct, Responsibilities, and Attendance, and the GSA Appeals and Complaints Board GSA Board Policy, Section 4, GSA Meeting Rooms: Bookings by Groups or Individuals External to the GSA

GSA Bylaw: Members⁴**B.BYL.1 Members**

- B.BYL.1.1 Membership in the GSA consists of:
- B.BYL.1.1.a All full-time graduate students while they are registered at the University after being admitted to the Faculty of Graduate Studies and Research (FGSR),
 - B.BYL.1.1.b All part-time graduate students while they are registered at the University after being admitted to the FGSR,
 - B.BYL.1.1.c All associate members, and
 - B.BYL.1.1.d All honorary members.
- B.BYL.1.2 GSA Council may elect to associate membership of the GSA to any member(s) or class of members of the University community it considers appropriate.
- B.BYL.1.3 GSA Council may confer an honorary membership of the GSA upon any person(s) deemed worthy of the honour.
- B.BYL.1.4 Postgraduate medical/dental education trainees have the option of paying fees to the GSA solely for the purpose of accessing the U-Pass service.

B.BYL.2 Membership Fees

- B.BYL.2.1 Pursuant to Section 95(2)(f) of the *Post-Secondary Learning Act*, annual membership fees will be paid by all members of the GSA except associate and honorary members.
- B.BYL.2.2 Membership fees will be indexed annually to inflation as measured by the Alberta Consumer Price Index.
- B.BYL.2.3 Notwithstanding Section B.BYL.2.2, above, adjustments to the membership fees to be paid by members of the GSA may be made as part of the annual budgeting process, subject to explicit approval by GSA Council.

B.BYL.3 Rights, Privileges, and Responsibilities of Members

- B.BYL.3.1 All current full-time and part-time graduate students are eligible to vote in all GSA elections.
- B.BYL.3.2 All members of the GSA may attend GSA Council meetings as observers, subject to the rules of order of the assembly.

⁴ Amended by the Annual General Meeting on 28 March 2011. Amended by GSA Council on 14 March 2011 and 18 June 2018. Editorial revisions made by the GSA Governance Committee on 13 March 2014 (Chair and Vice-Chair under delegated authority from the GSA Governance Committee) and 28 May 2015.

- B.BYL.3.3 All members of the GSA have the privilege of booking meeting rooms in accordance with GSA Board Policy.
- B.BYL.3.4 All members of the GSA must exercise shared responsibility in monitoring the performance and conduct of GSA Officers, and monitoring for potential conflicts of interest and/or conflicts of commitment among GSA members, as defined in Section H: Performance, Conduct, Responsibilities, and Attendance, and the GSA Appeals and Complaints Board.

Section C: GSA Council

Purpose and Scope: This bylaw and associated policies govern procedures related to GSA Council, as well as attendance at GSA Council	
Definitions	“Working Day” is defined as a day that the GSA office is open
Other Specifically Related Sections of GSA Governing Documents	GSA Bylaw and Policy, Section D: GSA Officers

GSA Bylaw: GSA Council⁵**C.BYL.1 Mandate**

- C.BYL.1.1 The mandate of GSA Council is to fulfill all responsibilities listed in Section 95 of the *Post-Secondary Learning Act*.

C.BYL.2 General

- C.BYL.2.1 GSA Council and attendance at GSA Council will be governed by GSA Policy (see Section C: GSA Council, GSA Policy, GSA Council and Section C: GSA Council, GSA Policy, GSA Council Attendance).

⁵ Amended by the Annual General Meeting on 28 March 2011. Amended by GSA Council on 16 April 2012, 22 June 2015, 24 October 2016, 15 May 2017, and 28 January 2019. Editorial revisions made by the GSA Governance Committee on 5 May 2015 (Chair and Vice-Chair under delegated authority from the GSA Governance Committee) and 14 July 2015 (Chair and Vice-Chair under delegated authority from the GSA Governance Committee).

GSA Policy: GSA Council⁶**C.POL.3 GSA Council Composition**

- C.POL.3.1 GSA Council is comprised of:
- C.POL.3.1.a All Directly-Elected Officers (DEOs) as voting members,
 - C.POL.3.1.b All GSA Council-Elected Officers and Deputies as non-voting members,
 - C.POL.3.1.c One (1) **graduate student** elected from each department, faculty, or extra-departmental unit at the University that offers a graduate program (Departmental Councillors) as voting members,
 - C.POL.3.1.d One (1) Councillor elected by the Indigenous Graduate Students' Association (IGSA) as a voting member,
 - C.POL.3.1.e Ten (10) Councillors-at-Large (CALs) as voting members, and
 - C.POL.3.1.f The GSA Directors as non-voting members.
- C.POL.3.2 Departmental Councillors and the IGSA Councillor, and their alternates, will be elected (or, in the case of alternates, appointed) annually for a one (1) year term by **graduate students** from their department ('constituents') or from the membership of the IGSA according to their own procedures or their group Constitution.
- C.POL.3.2.a The duties of Departmental Councillors and the IGSA Councillor will be:
- C.POL.3.2.a.i To act as the primary liaison between the GSA and their constituents, including sending their constituents a brief report on GSA Council meetings and soliciting feedback,
 - C.POL.3.2.a.ii To attend all meetings of GSA Council or, if they are unable to attend, to ensure their alternate can attend in their place, and
 - C.POL.3.2.a.iii To ensure that the Speaker and GSA office are kept up to date with their names, departmental addresses, and contact information.
- C.POL.3.2.b For the benefit of **graduate students** in each department, faculty, or extra-departmental unit at the University, as represented by their Departmental Councillors or alternates that meet the attendance requirements, GSA Council remuneration will be provided, as specified in GSA Policy, GSA Council Attendance.
- C.POL.3.2.b.i The IGSA will be provided with GSA Council remuneration, as specified in GSA Policy, GSA Council Attendance.
- C.POL.3.3 CALs will be members of the GSA, excluding associate members, elected annually, with their terms to run from 1 May until 30 April of the following year.
- C.POL.3.3.a In the case of CALs, 'constituents' will refer to all **GSA members of the GSA**.
- C.POL.3.3.b The duties of CALs will be:
- C.POL.3.3.b.i To attend all meetings of GSA Council,
 - C.POL.3.3.b.ii To ensure that the Speaker and GSA office are kept up to date with their names, departmental addresses, and contact information, and
 - C.POL.3.3.b.iii To provide additional voices on GSA Council from those offered by DEOs, Departmental Councillors, and the IGSA Councillor.
- C.POL.3.4 Members of the public are required to sign in with the Speaker and will be given a placard. They may not vote and do not have speaking privileges unless extended them by GSA Council following a vote on the matter.

⁶ Approved by GSA Council on 28 January 2019.

C.POL.4 GSA Council Meetings

- C.POL.4.1 The Speaker sets GSA Council meeting dates annually. If lacking sufficient agenda items, up to two (2) meetings may be cancelled at the discretion of the Speaker and President, but never two (2) sequential meetings.
- C.POL.4.2 Quorum for any GSA Council meeting will consist of thirty (30) voting members of GSA Council.
- C.POL.4.3 Agendas for GSA Council meetings will normally include time for: receiving the names of new GSA Council members, presentations, announcements from GSA Council members, action items, elections, reports from DEOs, GSA Standing Committees, and Management, and question period.
 - C.POL.4.3.a Agenda items normally come to GSA Council from the GSA Board (GSAB) or other GSA Standing Committees. Members of GSA Council who wish to place an item on the agenda should contact the Speaker.
 - C.POL.4.3.b Substantive agenda items are circulated to GSA Council members at least one (1) week prior to the date of the meeting on instruction of the Speaker. Substantive items received after this will be added to the agenda at the discretion of the Speaker. Reports for information are circulated the Friday (or Thursday, in the event of a holiday related closure of the GSA office) before a Monday meeting.
 - C.POL.4.3.c Changes to the agenda made at meetings require a two-thirds majority vote.
- C.POL.4.4 Special Meetings of GSA Council
 - C.POL.4.4.a Special meetings of GSA Council will have specific and limited agendas and may be called when important matters arise for decision either between regular meetings or at a time when pressure of business would not allow them to be adequately disposed of at a scheduled meeting. Procedures governing scheduled meetings will apply to special meetings.
 - C.POL.4.4.b With reasonable notice (when possible five (5) working days), special meetings will be called by the Speaker following receipt of any of the following:
 - C.POL.4.4.b.i A Motion of GSA Council at any GSA Council meeting,
 - C.POL.4.4.b.ii A Motion of the GSAB, or
 - C.POL.4.4.b.iii A request to the GSAB made by ten (10) or more members of GSA Council.
 - C.POL.4.4.c Any request for a special meeting of GSA Council as noted above will specify the intended purpose of that meeting, and all business at the meeting must, unless otherwise mandated, be restricted to the specified purpose of the meeting.

C.POL.5 Procedure at GSA Council Meetings

- C.POL.5.1 The duties of the Speaker are outlined in Section D: GSA Officers, GSA Policy, GSA Officer Portfolios.
 - C.POL.5.1.a If the Speaker is unable to perform any of his/her duties, the Deputy Speaker will act. If neither is available, the President and the Executive Director (ED) (or delegate) will consult on the action(s) to be taken.
- C.POL.5.2 Motions (formal proposals that GSA Council take certain actions), are normally accompanied by a Notice of Motion (advance written notice that a Motion will be presented and debated at an upcoming meeting of GSA Council). Notices of Motion must be presented in time to be circulated with the first mailing of the GSA Council material, as described above.
 - C.POL.5.2.a To move a Motion, voting members of GSA Council must first be recognized by the Speaker. A Motion must be seconded; a second simply indicates that the seconder

agrees that the Motion should be debated and not that the seconder necessarily favours the Motion.

- C.POL.5.2.b During discussion and debate, voting members of GSA Council may:
 - C.POL.5.2.b.i Move an amendment to a Motion. Amendments to a Motion must be germane; that is, they must be closely related to the subject of the Motion.
 - C.POL.5.2.b.ii Move a Motion to Defer, which enables the discussion of a substantive issue to be put off to a later, specified time.
 - C.POL.5.2.b.iii Move a Motion to Table, which allows GSA Council to lay aside a Motion until some future time. This Motion is not debatable, except with respect to when the Motion will return to GSA Council.
- C.POL.5.2.c Following discussion and debate, a Motion goes to a vote.
 - C.POL.5.2.c.i A majority vote is needed for a Motion to pass; in the event of a tie a Motion is considered to have failed.
- C.POL.5.2.d Voting members of GSA Council may also:
 - C.POL.5.2.d.i Move a Motion to Refer, which allows GSA Council to refer an issue to another body, usually a GSA Standing Committee.
 - C.POL.5.2.d.ii Move a Motion to Rescind, which allows GSA Council to cancel or stop an entire Motion that had already been adopted.
 - C.POL.5.2.d.iii Move a Motion to Reconsider, which allows GSA Council to return to a Motion that has been voted on at the meeting, in an instance where new information emerges or the situation changes, allowing GSA Council to consider and vote anew, as if GSA Council had not previously voted on the Motion.
- C.POL.5.2.e GSA Council may choose to close meetings by a simple majority vote, in which case only GSA Council members and GSA staff may attend; others wishing to attend must have permission extended by GSA Council following a vote.
 - C.POL.5.2.e.i Open session minutes of GSA Council will be posted on the GSA website. Closed session minutes are confidential.
- C.POL.5.3 Prerogatives of GSA Council Members
 - C.POL.5.3.a After being recognized by the Speaker, any member of GSA Council may:
 - C.POL.5.3.a.i Ask a question for information,
 - C.POL.5.3.a.ii Provide a Point of Information (request or provide information),
 - C.POL.5.3.a.iii Provide a Point of Order (ask that the Speaker enforce procedures governing GSA Council),
 - C.POL.5.3.a.iv Provide a Point of Personal Privilege (protest a personal remark),
 - C.POL.5.3.a.v Call the Question (call for a vote on an associated Motion if it is felt that there has been a fulsome discussion and it is time to move to a vote), or
 - C.POL.5.3.a.vi Motion for adjournment (separate from the adjournment as listed on the meeting agenda); this Motion must be moved and seconded by voting members, is not debatable, and requires a majority vote to pass.
 - C.POL.5.4 If a member of GSA Council considers that a ruling made by the Speaker is not in order, they may appeal the Speaker's ruling. If this happens, the Speaker will give a brief explanation of their ruling. After questions and debate, the Speaker then asks voting members to vote on whether their ruling is upheld. If the ruling of the Speaker is overturned, the Speaker is bound to take the necessary remedial action to correct the situation.

GSA Policy: GSA Council Attendance⁷**C.POL.6 Attendance****C.POL.6.1 Directly-Elected Officers**

- C.POL.6.1.a Directly-Elected Officers (DEOs) are expected to attend all GSA Council meetings and do not have alternates.
- C.POL.6.1.b If a Vice-President cannot attend a meeting, they will provide an advance written reason to the President and Speaker. If a Vice-President misses two (2) consecutive GSA Council meetings or a total of three (3) GSA Council meetings during their term, without an advance written reason acceptable to the President and Speaker, the Speaker, in consultation with the President and the Executive Director (ED) (or delegate), will consider what action(s) should be taken.
- C.POL.6.1.c If the President cannot attend a meeting, they will provide an advance written reason to the Speaker and Deputy Speaker. If the President misses two (2) consecutive GSA Council meetings or a total of three (3) GSA Council meetings during their term, without an advance written reason acceptable to the Speaker and Deputy Speaker, the Speaker, in consultation with the Deputy Speaker and the ED (or delegate), will consider what action(s) should be taken.

C.POL.6.2 GSA Council-Elected Officers

- C.POL.6.2.a The Speaker, Deputy Speaker, Chief Returning Officer (CRO), Deputy Returning Officer (DRO), and Senator are expected to attend all GSA Council meetings.
- C.POL.6.2.b If the Speaker cannot attend a meeting, they will provide an advance written reason to the President and the Deputy Speaker. If the Speaker misses two (2) consecutive GSA Council meetings or a total of three (3) GSA Council meetings during their term, without an advance written reason acceptable to the President and the Deputy Speaker, the President, in consultation with the Deputy Speaker and the ED (or delegate), will consider what action(s) should be taken.
- C.POL.6.2.c If the CRO cannot attend a meeting, they will provide an advance written reason to the Speaker and the DRO. If the CRO miss two (2) consecutive GSA Council meetings or a total of three (3) GSA Council meetings during their term, without an advance written reason acceptable to the Speaker and the DRO, the Speaker, in consultation with the DRO and the ED (or delegate), will consider what action(s) should be taken.
- C.POL.6.2.d If the Deputy Speaker or DRO cannot attend a meeting, they will provide an advance written reason to the Speaker and the President. If the Deputy Speaker or DRO miss two (2) consecutive GSA Council meetings or a total of three (3) GSA Council meetings during their term, without an advance written reason acceptable to the Speaker and the President, the Speaker, in consultation with the President and the ED (or delegate), will consider what action(s) should be taken.
- C.POL.6.2.e If the Senator cannot attend a meeting, they will provide an advance written reason to the Speaker and the President. If the Senator miss two (2) consecutive GSA Council meetings or a total of three (3) GSA Council meetings during their term, without an advance written reason acceptable to the Speaker and the President, the Speaker, in consultation with the President and the ED (or delegate), will consider what action(s) should be taken.

⁷ Approved by GSA Council on 25 May 2015. Amended by GSA Council on 20 July 2015, 19 November 2018, and 28 January 2019.

- C.POL.6.3 Departmental Councillors and the Representative of the Indigenous Graduate Students' Association
- C.POL.6.3.a It is a duty of Departmental Councillors and the Indigenous Graduate Students' Association (IGSA) Councillor "to attend all meetings of GSA Council or, if they are unable to attend, to ensure their alternate can attend in their place" (Section C: GSA Council, GSA Policy, GSA Council, Section C.POL.3.2.a.ii). If both the Departmental Councillor and the alternate cannot attend a meeting, they will provide an advance written reason to the Speaker. If a Departmental Councillor, or alternate, or the IGSA Councillor, or alternate, misses two (2) consecutive GSA Council meetings or a total of three (3) GSA Council meetings within a year, without an advance written reason acceptable to the Speaker and the Deputy Speaker, the Speaker, in consultation with the Deputy Speaker and the ED, will declare the position vacant and seek to have the position filled (see Section C: GSA Council, GSA Policy, GSA Council, Section C.POL.1.2).
- C.POL.6.3.b The GSA will provide, for the benefit of **graduate students** in each department, faculty, or extra-departmental unit, and for the benefit of **graduate students** represented by the IGSA, remuneration based on an attendance rate of at least 50% at GSA Council meetings in a given year, which is defined as 1 May to the following 30 April, by a Departmental Councillor, or alternate, and the IGSA Councillor, or alternate.
- C.POL.6.3.c The yearly amount budgeted for GSA Council remuneration shall be divided equally amongst the total number of eligible recipients.
- C.POL.6.3.d GSA Council remuneration funds will normally be distributed no later than 31 August of each year.
- C.POL.6.3.e GSA Council remuneration funds must be deposited within three (3) months of the funds being issued. Any GSA Council remuneration funds that have not been deposited within three (3) months from the date they were originally issued will not be re-issued and funds will be considered forfeit.
- C.POL.6.4 Councillors-at-Large
- C.POL.6.4.a Councillors-at-Large (CALs) are expected to attend all GSA Council meetings (see Section C: GSA Council, GSA Policy, GSA Council, Section C.POL.3.3.b.i). CALs do not have alternates. If a CAL cannot attend a meeting, they will provide an advance written reason to the Speaker. If a CAL misses two (2) consecutive GSA Council meetings or a total of three (3) GSA Council meetings during their term, without an advance written reason acceptable to the Speaker and the Deputy Speaker, the Speaker, in consultation with the Deputy Speaker and the ED (or delegate), will initiate discussion with GSA Council on the action(s) to be taken.

Section D: GSA Officers

Purpose and Scope: This bylaw and associated policy govern the duties of and qualifications for GSA Officer positions	
Definitions	<p>“Conflict of Interest” is defined as the convergence of a GSA member’s personal, financial, or political interests with their professional interests such that an independent observer might reasonably question whether that member’s professional actions and/or decisions are improperly influenced by consideration of personal, financial, or political gain or loss</p> <p>“Written Record” is defined, with respect to the Chief Returning Officer, as all communications with candidate(s) or Campaign Representatives and any other(s) also involved</p>
Other Specifically Related Sections of GSA Governing Documents	<p>GSA Bylaw and Policy, Section B: Members</p> <p>GSA Bylaw and Policy, Section C: GSA Council</p> <p>GSA Bylaw and Policy, Section H: Performance, Conduct, Responsibilities, and Attendance, and the GSA Appeals and Complaints Board</p> <p>GSA Bylaw and Policy, Section I: Elections</p> <p>GSA Bylaw and Policy, Section J: Referenda</p> <p>GSA Bylaw and Policy, Section Q: Collective Bargaining</p>

GSA Bylaw: GSA Officers⁸**D.BYL.1 General**

- D.BYL.1.1 The Officers of the GSA comprise:
- D.BYL.1.1.a Directly-Elected Officers (DEOs) and
 - D.BYL.1.1.b GSA Council-Elected Officers.
- D.BYL.1.2 The GSA has the following DEOs:
- D.BYL.1.2.a The President,
 - D.BYL.1.2.b The Vice-President Academic (VPA),
 - D.BYL.1.2.c The Vice-President External (VPE),
 - D.BYL.1.2.d The Vice-President Labour (VPL), and
 - D.BYL.1.2.e The Vice-President Student Services (VPSS).
- D.BYL.1.3 The GSA has the following GSA Council-Elected Officers:
- D.BYL.1.3.a The Chief Returning Officer (CRO),
 - D.BYL.1.3.b The Senator, and
 - D.BYL.1.3.c The Speaker.

⁸ Amended by the Annual General Meeting on 28 March 2011. Amended by GSA Council on 14 March 2011, 11 June 2012, 20 January 2014, and 18 June 2018. Editorial revisions made by the GSA Governance Committee on 12 July 2015, 3 April 2017, and 6 October 2017.

D.BYL.1.4 Stipends and Honoraria:

- D.BYL.1.4.a DEOs will be paid a stipend and the CRO and Speaker will be paid an honorarium as detailed in the GSA's annual GSA Council approved budget.
- D.BYL.1.4.b Any changes above the Consumer Price Index in the stipend received by DEOs are subject to explicit approval by GSA Council. Any changes to the honorarium received by the CRO and Speaker are subject to explicit approval by GSA Council.

D.BYL.2 Directly-Elected Officers**D.BYL.2.1 Selection**

- D.BYL.2.1.a DEOs will be elected annually pursuant to Section I: Elections.
- D.BYL.2.1.b The term of each DEO is from 1 May until 30 April of the following year.

D.BYL.2.2 Duties of Individual Portfolios

- D.BYL.2.2.a The President is the chief executive officer of the GSA and is responsible for the GSA's overall operations as well as external and University affairs. The President leads the GSA on the Board of Governors and the General Faculties Council (GFC).
- D.BYL.2.2.b The VPA is responsible for academic matters and affairs concerning **graduate students** and other issues as assigned. The VPA serves as the GSA's statutory member on GFC.
- D.BYL.2.2.c The VPE is responsible for external representation and advocacy, along with the GSA President, and other issues as assigned.
- D.BYL.2.2.d The VPL is responsible for labour-related matters concerning academically-employed graduate students (including collective bargaining) and other issues as assigned.
- D.BYL.2.2.e The VPSS is responsible for GSA and University services provided to **graduate students** and other issues as assigned.
- D.BYL.2.2.f Specific responsibilities of DEOs are outlined in GSA Policy.

D.BYL.3 GSA Council-Elected Officers**D.BYL.3.1 Election of Speaker, Deputy Speaker, CRO, and Deputy Returning Officer (DRO)**

- D.BYL.3.1.a GSA Council-Elected Officers will be **GSA members**.
- D.BYL.3.1.b The GSA Nominating Committee (GSA NoC) will open nominations for Speaker, Deputy Speaker, CRO, and DRO on or about 1 May of every year by email to every [GSA membergraduate student](#).
- D.BYL.3.1.c Nominations for Speaker, Deputy Speaker, CRO and DRO will be submitted in writing to the GSA NoC by 30 May or the next working day.
- D.BYL.3.1.d The GSA NoC will follow its legislated process in forwarding one (1) or more nominations to GSA Council, except that the GSA NoC may not waive advertising. Note that the legislated GSA NoC process specifies that all vacancies will be advertised at least twice in advance of the nomination deadline.
- D.BYL.3.1.e The Speaker, Deputy Speaker, CRO, and DRO will be elected by a simple majority vote of GSA Council, for a term lasting from 1 July to 30 June of the following year.
- D.BYL.3.1.f In the case of a resignation or other vacancy in the Speaker or CRO positions, as determined by the GSA NoC, the GSA NoC will advertise the position and arrange for election by GSA Council in the most expedient way possible.
- D.BYL.3.1.g Candidates are not allowed to run for multiple positions and, if elected, may not hold other GSA Council-Elected Officer positions.

D.BYL.3.2 Election of Senator

- D.BYL.3.2.a GSA Council-Elected Officers will be **GSA members**.

- D.BYL.3.2.b Nominations for Senator will open on or about 1 April of every year. The nomination period will normally be one (1) month.
 - D.BYL.3.2.c The GSA NoC will follow its legislated process in forwarding one (1) or more nominations to GSA Council, except that the GSA NoC may not waive advertising. Note that the legislated GSA NoC process specifies that all vacancies will be advertised at least twice in advance of the nomination deadline.
 - D.BYL.3.2.d The Senator will be elected by a simple majority vote of GSA Council, for a term lasting from 1 June to 31 May of the following year.
 - D.BYL.3.2.e In the case of a resignation or other vacancy in the Senator position, as determined by the GSA NoC, the GSA NoC will advertise the position and arrange for election by GSA Council in the most expedient way possible.
- D.BYL.3.3 Duties
- D.BYL.3.3.a The CRO is responsible for running all GSA elections and referenda.
 - D.BYL.3.3.b The Senator is the GSA's representative to the University of Alberta Senate.
 - D.BYL.3.3.c The Speaker is responsible for presiding over all meetings of GSA Council.
 - D.BYL.3.3.d Duties of the Deputy Speaker and DRO are to assist the Speaker and CRO as needed.
 - D.BYL.3.3.e All GSA Council-Elected Officers and Deputies are non-voting members of GSA Council.
 - D.BYL.3.3.f Specific responsibilities of GSA Council-Elected Officers are outlined in GSA Policy.

GSA Policy: GSA Officer Portfolios⁹**D.POL.4 General Information and Qualifications**

- D.POL.4.1 Elected Officers and candidates must have schedules that allow them to attend preset meeting dates for the University committees their position requires them to attend.
- D.POL.4.2 Elected Officers and candidates for elected office will have as much flexibility as possible in their schedules in order to fulfill the duties of their position.
- D.POL.4.3 Elected Officers and candidates for elected office will abide by all GSA Bylaws and Policies with respect to performance and conduct, conflict of interest, and conflict of commitment.
- D.POL.4.4 Elected Officers and candidates for elected office will self-disclose any conflict of commitment or conflict of interest, real or perceived, to the President and/or Executive Director (ED) (or delegate) as soon as it arises.
- D.POL.4.5 Elected Officers and candidates for elected office will be registered [GSA membersgraduate students, except associate members, where applicable](#), in good academic standing.
- D.POL.4.6 Elected Officers and candidates for elected office will have exceptional interpersonal and communication skills, proven critical thinking ability, ability to analyze policy, and ability to assess large amounts of governance information in order to determine when to bring forward the GSA's stance on various issues to a University governing body, committee, or process.
- D.POL.4.7 Elected Officers and candidates for elected office must be able to work in an environment that is fast-paced, collegial, cooperative, and respectful.
- D.POL.4.8 Depending on the unique backgrounds and skills of Directly-Elected Officers (DEOs), they may be called upon to assist with special projects, new initiatives, or aspects of a colleague's portfolio.
- D.POL.4.9 All DEOs may serve as a delegate for another DEO on any committee, council, or other body that allows for such delegation. The GSA Board (GSAB) will be consulted on such delegations and they will be reported to GSA Council.
- D.POL.4.10 All DEOs will assist with departmental orientations as needed and will participate in non-advocacy and relationship building events (eg, convocation ceremonies and various campus events) as needed.
- D.POL.4.11 The duties for each DEO position will be regularly reviewed.
- D.POL.4.12 DEOs will report monthly to GSA Council in writing; these reports will be shared publicly. Reports will include a list of all meetings attended, as well as highlights of work done, initiatives involved with, etc since previous reports. DEOs will also report orally to GSA Council at each meeting attended.

D.POL.5 President

- D.POL.5.1 Duties
 - D.POL.5.1.a The President has overall responsibility for ensuring the long-term effectiveness of the GSA at all levels, and serves as a signatory of all major contracts and agreements.
 - D.POL.5.1.b The President is the official spokesperson of the GSA.
 - D.POL.5.1.c Prior to the first meeting of the GSAB for new DEOs, the President will name an Executive Vice-President and, should the President be unable to act for any reason

⁹ Amended by GSA Council on 14 March 2011, 25 July 2011, 21 October 2013, 20 January 2014, 17 November 2014, 8 December 2014, 18 June 2018, 15 October 2018, and 19 November 2018. Editorial revisions made by the GSA Governance Committee on 17 December 2014 (Chair and Vice-Chair under delegated authority from the GSA Governance Committee), 28 May 2015, 3 April 2017, 7 June 2018, and 27 November 2018. Sections moved to GSA Policy from GSA Board Policy by GSA Council on 19 November 2018.

(eg, illness, research field trip), as determined by the Speaker and ED (or delegate), the Executive Vice-President will assume the President's duties; any such instance will be reported to GSA Council at its next subsequent meeting. At this time, the President will also name a second Vice-President to serve as Acting President should the President and Executive Vice-President be unable to act for any reason.

- D.POL.5.1.c.i The designation of Executive Vice-President and line of succession for Acting President will be received for information at the first meeting of the GSAB for new DEOs and reported to GSA Council.
- D.POL.5.1.c.ii In the event of multiple, overlapping absences on the part of the President, the Executive Vice-President, and the other Vice-President named in the line of succession for Acting President, the President, in consultation with the ED (or delegate), will name another available Vice-President to serve as Acting President during the period of absences. This will ensure that the GSA is able to fulfill its fiduciary duties and oversee the running of its corporate infrastructure in the event of such absences. In case of emergency, when no DEO is available, the ED (or delegate) will call on the Speaker or Deputy Speaker to represent the GSA.
- D.POL.5.1.d Prior to the first meeting of the GSAB for new DEOs, the President will designate three (3) Vice-Presidents to serve successively as Acting Chairs of the GSAB if the President is unable to serve as the Chair for any reason (eg, illness, research field trip). The line of succession for Chair of the GSAB will be received for information at the first meeting of the GSAB for new DEOs and reported to GSA Council.
- D.POL.5.1.e The President, along with the Vice-President External (VPE), leads the GSA on the Alberta Graduate Provincial Advocacy Council (ab-GPAC). In advance of any deadline established by the ab-GPAC, and in consultation with the ED (or delegate) and the other DEOs, the President will appoint the GSA's third member to ab-GPAC. The appointment will be reported to the GSAB and GSA Council.
- D.POL.5.1.f The President ensures that the GSA carries out its legal functions as specified in the *Post-Secondary Learning Act*.
- D.POL.5.1.g The President leads the organization internally by shaping a cohesive, cross-trained, dynamic team of DEOs and managers, and by developing relationships with the University Vice-Presidents, Chair of the Board of Governors (BoG), and Chancellor that advance the GSA's strategic goals.
- D.POL.5.1.h The President leads development of a strategic work plan for the GSA, in concert with the other DEOs, and maintains involvement in all major issues related to **graduate students**.
- D.POL.5.1.i The President leads the GSA on bodies external to the GSA. This includes:
 - D.POL.5.1.i.i Membership on the BoG and General Faculties Council (GFC),
 - D.POL.5.1.i.ii Playing a lead role in provincial lobbying, along with the VPE,
 - D.POL.5.1.i.iii Active participation in any national, provincial, and municipal advocacy groups or initiatives in which the GSA is involved, along with the VPE, and
 - D.POL.5.1.i.iv Advocating for **graduate student** issues at the municipal, provincial, and federal levels, along with the VPE.
- D.POL.5.1.j The President carries out the above in large part through excellent navigation through a complex governance system, by managing a diverse set of human and financial resources, and by tending constantly to the maintenance of key personal and professional relationships.
- D.POL.5.1.k The GSA President will normally represent the GSA on search and review committees of the University President, Vice-Presidents, Provost, Vice-Provosts, and Deans

(where indicated in the composition of the committee) or equivalents. In the case where a delegate must be found (normally another DEO), the GSA President will consult with the GSA NoC.

- D.POL.5.1.l The President maintains the relationship with TD Insurance Meloche Monnex, provider of insurance and other such services for [GSA membersgraduate students](#) and may delegate this responsibility.
 - D.POL.5.1.m The President oversees, in consultation with other DEOs and the ED (or delegate), all GSA events.
 - D.POL.5.1.n The President is an active participant in various University engagement events.
 - D.POL.5.1.o The President keeps a watchful eye on the hours spent by the other DEOs on their portfolios in order to balance work-loads.
 - D.POL.5.1.p The position of President requires daily contact with the ED (or delegate) and Executive Coordinator (EC), weekly contact with the ED (or delegate) on financial matters, and at least weekly contact with the Vice-President Academic (VPA), VPE, Vice-President Labour (VPL), and Vice-President Student Services (VPSS).
 - D.POL.5.1.q The position of President totals approximately thirty (30) to forty (40) hours per week on average and will include evenings and weekends and, along with the VPE, more participation in travel associated with conferences and advocacy opportunities than found in other portfolios. This time includes but is not limited to both time spent preparing for and attending formal meetings as well as time spent reading and responding to emails, participation in travel associated with conferences and advocacy opportunities, work done on various projects and initiatives, informal strategic and problem-solving meetings, etc.
- D.POL.5.2 Committees
- D.POL.5.2.a The President chairs the following GSA Standing Committees:
 - D.POL.5.2.a.i The GSAB,
 - D.POL.5.2.a.ii The GSA Governance Committee (GSA GC), and
 - D.POL.5.2.a.iii The GSA Budget and Finance Committee (GSA BFC).
 - D.POL.5.2.b The President (or delegate) chairs any GSA bodies associated with provincial lobbying.
 - D.POL.5.2.c The President is a member of the GSA GFC Caucus and GSA Faculty of Graduate Studies and Research (FGSR) Council Caucus.
 - D.POL.5.2.d The President is a member of the following University boards and committees:
 - D.POL.5.2.d.i The BoG,
 - D.POL.5.2.d.ii The Board Finance and Property Committee,
 - D.POL.5.2.d.iii The Board Learning and Discovery Committee,
 - D.POL.5.2.d.iv The Board Safety, Health, and the Environment Committee, normally delegated to a Vice-President by the full BoG,
 - D.POL.5.2.d.v The Board University Relations Committee,
 - D.POL.5.2.d.vi GFC,
 - D.POL.5.2.d.vii The GFC Academic Planning Committee,
 - D.POL.5.2.d.viii The GFC Student Conduct Policy Committee,
 - D.POL.5.2.d.ix The University Tuition Budget Advisory Committee,
 - D.POL.5.2.d.x Any committee related to Mandatory Non-Instructional Fees, and
 - D.POL.5.2.d.xi Any committee related to **graduate student** market modifiers.
- D.POL.5.3 Qualifications

- D.POL.5.3.a Candidates should have some experience with budget, negotiations, and governance, ideally at a university level.

D.POL.6 Vice-President Academic

D.POL.6.1 Duties

- D.POL.6.1.a The VPA represents **graduate students** with respect to matters related to their academic lives; the list of committees the VPA attends provides a clear picture of the depth and breadth of this portfolio.
- D.POL.6.1.b The VPA may be assigned by the President to serve as the lead on special projects and initiatives (including international **graduate student** issues).
- D.POL.6.1.c The position of VPA requires regular weekly contact with the President, ED (or delegate), EC, and the other DEOs.
- D.POL.6.1.d The position of VPA totals approximately twenty (20) to thirty (30) hours per week on average and may include evenings and weekends. This includes but is not limited to both time spent preparing for and attending formal meetings as well as time spent reading and responding to emails, participation in travel associated with conferences and advocacy opportunities, work done on various projects and initiatives, informal strategic and problem-solving meetings, etc.

D.POL.6.2 Committees

- D.POL.6.2.a The VPA chairs the GSA FGSR Council Caucus and GSA GFC Caucus.

- D.POL.6.2.b The VPA is a member of the following University boards and committees:

- D.POL.6.2.b.i The FGSR Council,
- D.POL.6.2.b.ii The FGSR Council Policy Review Committee,
- D.POL.6.2.b.iii The FGSR Dean's Advisory Committees,
- D.POL.6.2.b.iv The FGSR Graduate Scholarship Committee,
- D.POL.6.2.b.v The FGSR Academic Appeals Committee,
- D.POL.6.2.b.vi GFC as the statutory member,
- D.POL.6.2.b.vii The GFC Executive Committee,
- D.POL.6.2.b.viii The GFC Academic Standards Committee (GFC ASC),
- D.POL.6.2.b.ix The GFC ASC Subcommittee on Standards,
- D.POL.6.2.b.x The GFC Committee on the Learning Environment,
- D.POL.6.2.b.xi The GFC University Teaching Awards Committee,
- D.POL.6.2.b.xii The University Research Policy Committee,
- D.POL.6.2.b.xiii Committees related to graduate supervision and graduate education quality measures,
- D.POL.6.2.b.xiv Committees related to **graduate student** attributes and competencies, and
- D.POL.6.2.b.xv Committees related to academic policy, and teaching and learning and associated technologies.

D.POL.6.3 Qualifications

- D.POL.6.3.a Candidates should have some experience with governance at a university level, as well as the ability to work with all levels of administration.

D.POL.7 Vice-President External

D.POL.7.1 Duties

- D.POL.7.1.a The VPE has overall responsibility for student life and engagement and shares responsibility for external advocacy and representation with the President. This includes but is not limited to:
- D.POL.7.1.a.i Residence life,
 - D.POL.7.1.a.ii Engagement with University or departmental activities, and
 - D.POL.7.1.a.iii External advocacy and representation.
- D.POL.7.1.b The VPE may be assigned by the President to serve as the lead on special projects and initiatives (including international **graduate student** issues).
- D.POL.7.1.c The position of VPE requires regular weekly contact with the President, ED (or delegate), EC, and the other DEOs.
- D.POL.7.1.d The position of VPE totals approximately twenty (20) to thirty (30) hours per week on average and will include evenings and weekends (the VPE portfolio normally contains the most evening and weekend hours and requires a very flexible schedule in order to attend occasionally hastily called meetings related to external advocacy and representation. Along with the President, the VPE portfolio contains more participation in travel associated with conferences and advocacy opportunities than found in other portfolios). This time includes but is not limited to both time spent preparing for and attending formal meetings as well as time spent reading and responding to emails, participation in travel associated with conferences and advocacy opportunities, work done on various projects and initiatives, informal strategic and problem-solving meetings, etc.

D.POL.7.2 Committees

- D.POL.7.2.a The VPE chairs the GSA Awards Selection Committee (GSA ASC).
- D.POL.7.2.b The VPE sits on the following University boards and committees:
- D.POL.7.2.b.i The Athletics and Recreation Fees Advisory Group,
 - D.POL.7.2.b.ii The Residence Budget Advisory Committee,
 - D.POL.7.2.b.iii The Council on Student Affairs
 - D.POL.7.2.b.iv The Alumni Council and other Alumni committees,
 - D.POL.7.2.b.v Committees related to student life (including those associated with student grants, awards, and residences), and
 - D.POL.7.2.b.vi Committees related to the Festival of Ideas.

D.POL.7.3 Qualifications

- D.POL.7.3.a Candidates should have some experience with student life issues and with external advocacy or representation.

D.POL.8 Vice-President Labour

D.POL.8.1 Duties

- D.POL.8.1.a The VPL is the chief negotiator of the Collective Agreement (CA) with the University covering all academically-employed graduate students.
- D.POL.8.1.b The VPL also negotiates other matters with the University related to academically-employed graduate students, including issues regarding interpretation of the CA.
- D.POL.8.1.c The VPL advises academically-employed graduate students and answers questions from them related to compliance with and interpretation of the CA, as well as works towards informal resolution of disputes where appropriate.
- D.POL.8.1.d The VPL seeks resolution of grievances in accordance with the process outlined in the CA, in consultation with the GSA Labour Relations Committee (GSA LRC) and the ED (or delegate) as needed.

- D.POL.8.1.e The VPL may be assigned by the President to serve as the lead on special projects and initiatives (including international **graduate student** issues).
- D.POL.8.1.f The VPL collaborated with the GSA LRC on specific labour-related projects.
- D.POL.8.1.g The VPL, in consultation with the VPSS, negotiates the Graduate Student Assistance Program (GSAP) and the Graduate Student Support Fund (GSSF) with the University.
- D.POL.8.1.h The position of VPL requires close contact with the ED (or delegate) on labour-related matters as they arise and regular weekly contact with the President, ED (or delegate), EC, and the other DEOs.
- D.POL.8.1.i The position of VPL totals approximately twenty (20) to thirty (30) hours per week on average and may include evenings and weekends. This includes but is not limited to both time spent preparing for and attending formal meetings as well as time spent reading and responding to emails, participation in travel associated with conferences and advocacy opportunities, work done on various projects and initiatives, informal strategic and problem-solving meetings, etc.

D.POL.8.2 Committees

- D.POL.8.2.a The VPL chairs the GSA LRC and leads the GSA Negotiating Team.
- D.POL.8.2.b The VPL is a member of the GSA ASC (as Vice-Chair), the GSA GC (as Vice-Chair), the GSA BFC (as Vice-Chair), and the GSA FGSR Council Caucus.
- D.POL.8.2.c The VPL is a member of the following University committees:
 - D.POL.8.2.c.i The FGSR Council,
 - D.POL.8.2.c.ii The Protective Services Advisory Committee, and
 - D.POL.8.2.c.iii Committees related to workplace health and safety issues, campus alcohol issues, and mental health and wellness issues.

D.POL.8.3 Qualifications

- D.POL.8.3.a Candidates should have a background in law and/or business and/or labour issues.
- D.POL.8.3.b Previous experience on the GSA LRC or with collective bargaining is advantageous.

D.POL.9 Vice-President Student Services

D.POL.9.1 Duties

- D.POL.9.1.a Assists the VPL concerning in negotiations of the GSAP and the GSSF with the University.
- D.POL.9.1.b The VPSS has overall responsibility for the proper disposition of funds received from the University for disbursement to [GSA membersgraduate students](#), and works closely with GSA management in this regard; these funds presently support GSA Academic Travel Grants, GSA Emergency Bursaries, and GSA Child Care Grants.
- D.POL.9.1.c The VPSS oversees the GSA Health and Dental Plan and GSAP, and ensures that there is solid value for these services for the dedicated fees paid by [GSA membersgraduate students](#) to support them.
- D.POL.9.1.d The VPSS is responsible for connecting with GSA Graduate Student Groups and other student groups, and supporting said groups in their engagement with the GSA, as needed.
- D.POL.9.1.e The VPSS will maintain awareness of GSA Graduate Student Groups with respect to risk management and work closely with the ED (or delegate) in this respect.
- D.POL.9.1.f The VPSS is overall in charge of attending University committees that discuss space for the University community, including collaborative social space, housing, social space, and any other space that the GSA deems is needed or which may be part of any memoranda of understanding the GSA has signed in the past (such as the various North Power Plant agreements). This area of responsibility includes close contact

with the GFC Facilities Development Committee (GFC FDC), the University Architect and the Associate Vice-President Facilities and Operations or equivalent.

- D.POL.9.1.g The VPSS is responsible for coordination with University student services providers and the Dean of Students Office regarding all services offered to **graduate students** by the University (eg, Career Services, U-Pass, Academic Success Centre). This responsibility includes ensuring that non-instructional mandatory fees paid to the University are returned to students in the form of relevant and timely service provision that meet **graduate students'** needs.
 - D.POL.9.1.h The VPSS is responsible, in collaboration with the GSAB, for the negotiation of new GSA fee-based services and oversight of newly negotiated GSA fee-based services.
 - D.POL.9.1.i The VPSS may be assigned by the President to serve as the lead on special projects and initiatives (including international **graduate student** issues).
 - D.POL.9.1.j The position of VPSS requires regular weekly contact with the President, ED (or delegate), EC, and the other DEOs.
 - D.POL.9.1.k The position of VPSS totals approximately twenty (20) to thirty (30) hours per week on average and may include evenings and weekends. This includes but is not limited to both time spent preparing for and attending formal meetings as well as time spent reading and responding to emails, participation in travel associated with conferences and advocacy opportunities, work done on various projects and initiatives, informal strategic and problem-solving meetings, etc.
- D.POL.9.2 Committees
- D.POL.9.2.a The VPSS is a member of the following University boards and committees:
 - D.POL.9.2.a.i Committees related to the U-Pass (including the committee external to the University),
 - D.POL.9.2.a.ii The GFC FDC,
 - D.POL.9.2.a.iii Committees related to international strategies and international student issues,
 - D.POL.9.2.a.iv Committees related to the Campus Food Bank,
 - D.POL.9.2.a.v Committees related to Dewey's and the North Power Plant,
 - D.POL.9.2.a.vi Committees related to campus space planning,
 - D.POL.9.2.a.vii The ONECard Student Advisory Group,
 - D.POL.9.2.a.viii Committees related to University student services and,
 - D.POL.9.2.a.ix Committees related to the Physical Activity and Wellness Centre.
- D.POL.9.3 Qualifications
- D.POL.9.3.a Candidates should have some experience with student services issues.

D.POL.10 Chief Returning Officer and Deputy Returning Officer

- D.POL.10.1 Duties
 - D.POL.10.1.a The Chief Returning Officer (CRO), with advice from the GSA Elections and Referenda Committee (GSA ERC), oversees the GSA General Election, by-elections, and referenda processes, observing the guiding principle "that they are to be fair, respect the wishes of voters, and conducted in a manner that reflects the excellent, positive reputation of the GSA" (Section I: Elections, GSA Bylaw, Elections, Section I.BYL.1.1 and Section J: Referenda, GSA Bylaw, Referenda, Section J.BYL.1.1).
 - D.POL.10.1.b The CRO monitors candidate and Campaign Representative activities and disciplines candidates and Campaign Representatives for alleged breaches of GSA Bylaw and Policy on elections and referenda.
 - D.POL.10.1.c The CRO serves as a non-voting member of the GSA ERC.

- D.POL.10.1.d The CRO oversees the GSA General Election, by-elections, and referenda:
- D.POL.10.1.d.i On the recommendation of the GSA ERC, the CRO approves timelines for the GSA General Election, by-elections, and referenda in accordance with GSA Bylaw and Policy on elections and referenda, and communicates these timelines to [GSA membersgraduate students](#).
 - D.POL.10.1.d.ii With advice from the GSA ERC, the CRO advertises the nomination period for any GSA General Election or by-election, the registration period for any referendum, and the voting periods for the GSA General Election, by-elections, and referenda.
 - D.POL.10.1.d.iii On the recommendation of the GSA ERC, the CRO approves nomination forms for the GSA General Election and by-elections and registration forms for referenda, in accordance with GSA Bylaw and Policy on elections and referenda.
 - D.POL.10.1.d.iv On the recommendation of the GSA ERC and with advice from the ED (or delegate) and the Financial Manager, the CRO approves the electronic software or applications used to run the GSA General Election, by-elections, or referenda.
 - D.POL.10.1.d.v On the recommendation of the GSA ERC, the CRO approves the layout of the ballots for the GSA General Election, by-elections, and referenda.
 - D.POL.10.1.d.vi The CRO holds at least one (1) All-Candidates Meeting during a GSA General Election or by-election, and at least one (1) Meeting of the Campaign Representatives in a referendum, to communicate bylaws and policies to all candidates and/or referendum Campaign Representatives and answer questions about campaigning rules and regulations in a GSA General Election, by-election, or referendum.
 - D.POL.10.1.d.vii With advice from the GSA ERC, the CRO plans a GSA General Election or by-election forum for [GSA membersgraduate students](#) to ask candidates questions.
 - D.POL.10.1.d.viii The CRO reviews and approves campaign materials as per GSA Bylaw and Policy on elections and referenda.
 - D.POL.10.1.d.ix With advice from the GSA ERC, the CRO issues interpretations of GSA Bylaw and Policy on elections and referenda to be shared equally amongst all candidates and Campaign Representatives during the course of a GSA General Election, by-election, or referendum.
 - D.POL.10.1.d.x With advice from the GSA ERC, the CRO receives, manages, and rules on complaints regarding alleged breaches of GSA Bylaw or Policy, in accordance with Section I: Elections, GSA Bylaw, Elections, Section I.POL.12 and Section J: Referenda, GSA Bylaw, Referenda, Section J.POL.13.
 - D.POL.10.1.d.xi The CRO observes procedural fairness when dealing with complaints and consults with the ED (or delegate) on procedural fairness.
 - D.POL.10.1.d.xii The CRO keeps a written record.
- D.POL.10.1.e Reporting
- D.POL.10.1.e.i The CRO communicates the results of all GSA General Elections, by-elections, and referenda to [GSA membersgraduate students](#).
 - D.POL.10.1.e.ii The CRO submits a written report to GSA Council following any GSA General Election, by-elections, or referenda.
 - D.POL.10.1.e.iii The CRO reports to GSA Council, in writing, the names of all elected GSA DEOs, following the release of the official results for a GSA General

Election or by-election, for the purposes of transferring bank signing authority (see GSA Bylaw and Policy, Section K: Finances, GSA Policy, Budget Principles, Practices, and Procedures).

D.POL.10.2 Duties of the Deputy Returning Officer

- D. POL.10.2.a The Deputy Returning Officer (DRO) reports directly to the CRO.
- D.POL.10.2.b The duties of the DRO are to assist the CRO as needed and to assume all of the roles and responsibilities of CRO if the CRO is absent, or unable to complete their duties for any reason, including conflict of interest.
- D.POL.10.2.c The DRO serves as a non-voting member of the GSA ERC.

D.POL.10.3 Restrictions for CRO and DRO

- D.POL.10.3.a The CRO and DRO may not hold any other representative position in the GSA.
- D.POL.10.3.b “The Chief Returning Officer (CRO), Deputy Returning Officer, Speaker, Deputy Speaker, members of the GSA Nominating Committee, members of the GSA Appeals and Complaints Board, and members of the GSA Elections and Referenda Committee will remain neutral and not campaign for or endorse any candidate whatsoever” in an election (Section I: Elections, GSA Bylaw, Elections, Section I.BYL.5.4) and “not campaign for or endorse any ‘Yes’ or ‘No’ campaign whatsoever” in a referendum (Section J: Referenda, GSA Bylaw, Referenda, Section J.BYL.6.1).
- D.POL.10.3.c The CRO and DRO must be fully willing and able to carry out the position and must be physically present in Edmonton or surrounding areas for the duration of any GSA General Election, by-election, and/or referendum.

D.POL.10.4 Qualifications of the CRO and DRO

- D.POL.10.4.a The CRO and DRO should ideally have previous experience with the administration of student elections.
- D.POL.10.4.b The CRO and DRO are expected to be neutral and to act impartially, including declaring any conflicts of interest and rising above individual or departmental interests.
- D.POL.10.4.c The CRO and the DRO should have a thorough understanding of GSA Bylaw and Policy, especially with sections pertaining to elections and referenda.
- D.POL.10.4.d The CRO and the DRO should have schedules that allow for the bulk of election or referenda work to take place in a compressed time-frame (a few weeks).
- D.POL.10.4.e The CRO and the DRO should be able to adopt a collaborative approach with others and are required to consult with the GSA ERC on many aspects of GSA General Elections, by-elections, and referenda.

D.POL.5 Training of the CRO and DRO

- D.POL.5.a The CRO and DRO will receive a broad range of training, as needed, as determined by the ED (or delegate).

D.POL.10.6 Honorarium

- D.POL.10.6.a The CRO is awarded a modest honorarium for overseeing all GSA General Elections, by-elections, and referenda.

D.POL.11 Senator

D.POL.11.1 Duties

- D.POL.11.1.a The Senator acts as the GSA’s representative to the University of Alberta Senate.

D.POL.11.2 Qualifications

- D.POL.11.2.a The Senator should have prior experience acting as a representative for the GSA and/or as a liaison with bodies external to the University.

D.POL.12 Speaker and Deputy Speaker**D.POL.12.1 Duties of the Speaker**

- D.POL.12.1.a The Speaker is responsible for presiding over all meetings of GSA Council and for acting in a neutral capacity and maintaining order and decorum in GSA Council so that GSA Council can conduct its business in a fully-informed, fair fashion.
- D.POL.12.1.b The Speaker is responsible for dealing with any breaches of confidentiality arising in GSA Council.
- D.POL.12.1.c The Speaker will see that an agenda package is prepared for all meetings of GSA Council.
- D.POL.12.1.d The Speaker is ultimately responsible for review of the Minutes of meetings of GSA Council prior to their being distributed to GSA Council for approval.
- D.POL.12.1.e The Speaker is responsible for tracking attendance at meetings of GSA Council.
- D.POL.12.1.f The Speaker oversees the archiving of the official copies of the GSA's governing documents and is responsible for ensuring that up-to-date copies thereof are available to members on the GSA website.
- D.POL.12.1.g The position of Speaker totals approximately two (2) hours per week on average, except for weeks where there is a GSA Council meeting, in which case there is an average of approximately five (5) hours.

D.POL.12.2 Duties of the Deputy Speaker

- D.POL.12.2.a As per Section D: GSA Officers, GSA Bylaw, GSA Officers, D.BYL.3.3.d, the "duties of the Deputy Speaker [...] are to assist the Speaker [...] as needed."

D.POL.12.3 Restrictions

- D.POL.12.3.a The Speaker and Deputy Speaker may not act in any other representative position for the GSA except as provided for in GSA Bylaw and GSA Policy.
- D.POL.12.3.b The Speaker and Deputy Speaker will not campaign for or endorse any candidate or team whatsoever in a GSA General Election or by-election (see Section I: Elections, GSA Bylaw, Elections, Section I.BYL.5.4).

D.POL.12.4 Qualifications

- D.POL.12.4.a The Speaker must have a good working knowledge of the GSA, its structure, and its governing documents.

D.POL.12.5 Honorarium

- D.POL.12.5.a The Speaker is awarded a modest honorarium for overseeing meetings of GSA Council.

Section E: Nominating

Purpose and Scope: These policies govern the process and policies for appointing and replenishing representatives to committees, councils, and other bodies requiring graduate student representation, and govern the composition and mandate of the GSA Nominating Committee	
Definitions	“Working Day” is defined as a day that the GSA office is open
Other Specifically Related Sections of GSA Governing Documents	GSA Bylaw and Policy, Section H: Performance, Conduct, Responsibilities, and Attendance, and the GSA Appeals and Complaints Board GSA Bylaw and Policy, Section I: Elections

GSA Policy: Nominating¹⁰**E.POL.1 Advertising and Proactive Identification of Talent**

- E.POL.1.1 All vacancies on bodies falling under the mandate of the GSA Nominating Committee (GSA NoC) will be advertised either in the GSA newsletter and/or through some other manner agreed to by the GSA NoC.
- E.POL.1.2 Advertisements will provide information about the mandate of the committee, council, or other body, the eligibility requirements, and other relevant information.
- E.POL.1.3 The GSA NoC may vote to waive advertising in instances where, in the GSA NoC’s view, it is urgent to fill a vacancy (eg, when a Faculty appeals committee vacancy must be immediately filled in order for an appeal to proceed or a group is struck and must meet immediately for an urgent matter).
- E.POL.1.4 The GSA NoC will be proactive in seeking out **graduate student** nominees with the skills and experience that match the identified eligibility requirements that vacancies require, and will keep records that allow for the GSA NoC to fulfill this proactive work.
- E.POL.1.5 The GSA NoC will be proactive in seeking out potential candidates for all Directly-Elected Officer (DEO) and GSA Council-Elected Officer positions.

E.POL.2 Guidelines for Filling Vacancies on University and External Committees, Councils, and Other Bodies

- E.POL.2.1 All vacancies on University and external committees, councils, and other bodies will normally be filled by the GSA NoC and reported to GSA Council.
- E.POL.2.2 As the General Faculties Council and its committees, and the Faculty of Graduate Studies and Research Council, Faculty Councils, and their committees normally have one (1) year terms, the GSA NoC will begin searching for nominees a reasonable amount of time before the end of those terms.
- E.POL.2.3 Positions [to be filled by the GSA for graduate students](#) on other University and external committees, councils, and other bodies vary in number and term, and efforts by the GSA NoC to seek nominees for these positions will begin a reasonable amount of time before the end of those terms.
- E.POL.2.4 As per GSA Bylaw and Policy, Section D: GSA Officers, the President will normally represent the GSA on search and review committees of the University President, Vice-Presidents, Provost, Vice-Provosts, and Deans (where indicated in the composition of the committee) or equivalents. In the case where a delegate must be found (normally another DEO), the President will consult with the GSA NoC.

¹⁰ Approved by GSA Council on 13 December 2010. Amended by GSA Council on 18 September 2017.

- E.POL.2.5 In the event that a DEO is unable to serve on a committee, council, or other body listed in their portfolio, and none of the other DEOs are able to serve as their delegate, the GSA NoC will find a ~~graduate student~~ delegate in consultation with the relevant DEO.
- E.POL.2.6 In any instance where the GSA NoC cannot decide on an appointee to a committee, council, or other body, the matter will be referred to GSA Council.
- E.POL.2.7 In instances where University policy requires that GSA Council elect or ratify a ~~graduate student~~ nominee to a University committee, council, or other body, the GSA NoC will normally advise on the process to be used.
- E.POL.2.8 All nominees are required to provide a brief resume and bio, and a statement on how their skills and experience would be an asset to their work on the committee, council, or other body they wish to serve on. Nominees must be willing to adhere to GSA Bylaw and Policy concerning responsibilities and attendance of representatives on such committees, councils, and other bodies.

E.POL.3 Guidelines for Filling Vacancies on GSA Standing Committees, *Ad Hoc* Committees, and Subcommittees, and for GSA Council-Elected Officer Positions

- E.POL.3.1 GSA Council elects all ~~GSA graduate student~~ members to fill vacancies on GSA Standing Committees, *ad hoc* committees, and subcommittees, unless otherwise noted.
 - E.POL.3.1.a The GSA NoC provides GSA Council with the names of nominees to fill vacancies on GSA Standing Committees, *ad hoc* committees, and subcommittees, unless otherwise noted. All vacancies will be advertised at least twice in advance of the nomination deadline noted in the advertisement.
 - E.POL.3.1.b Prior to forwarding the names of nominees for GSA Standing Committees, *ad hoc* committees, and subcommittees to GSA Council, the GSA NoC will review the resumes and bios received with reference to eligibility criteria as set out in GSA Bylaw and Policy and will forward the names of nominees who meet the eligibility criteria to GSA Council.
 - E.POL.3.1.c With respect to the GSA Appeals and Complaints Board (GSA ACB), as set out in GSA Bylaw and Policy, the GSA NoC will conduct interviews with all nominees to assess whether they meet GSA ACB eligibility criteria, and will forward the names of selected nominees to GSA Council for consideration.
 - E.POL.3.1.d The GSA NoC may take whatever action is necessary in urgent situations (deemed so in consultation with the Executive Director (or delegate) and the GSA ACB Chair) in order to ensure the full complement of twelve (12) GSA ACB members. Such actions can include direct appointments to the GSA ACB, or appointments of former members of the GSA ACB.
- E.POL.3.2 GSA Council elects **GSA members** to serve in GSA Council-Elected Officer positions.
 - E.POL.3.2.a The GSA NoC provides GSA Council with the names of nominees for all GSA Council-Elected Officer positions. These positions will be advertised at least twice in advance of the nomination deadline noted in the advertisement.
 - E.POL.3.2.b Prior to forwarding the names of nominees for GSA Council-Elected Officer positions, the GSA NoC will review the resumes and bios received with reference to eligibility criteria as set out in GSA Bylaw and Policy and will forward the names of nominees who meet the eligibility criteria to GSA Council.
- E.POL.3.3 All nominees are required to provide a brief resume and bio, and a statement on how their skills and experience would be an asset to their work as a GSA Council-Elected Officer or on the GSA Standing Committee, *ad hoc* committee, or subcommittee they wish to serve on. Nominees must be willing to adhere to GSA Policy concerning responsibilities and attendance of representatives on GSA Standing Committees, *ad hoc* committees, and

subcommittees, and/or GSA Policy concerning GSA Council-Elected Officer duties and responsibilities.

GSA Policy: GSA Standing Committees, GSA Nominating Committee¹¹**E.POL.4 Replenishment**

- E.POL.4.1 Vacancies on the GSA Nominating Committee (GSA NoC) will be advertised by the Executive Director (ED) (or delegate) and GSA Speaker. The ED (or delegate) and GSA Speaker will provide GSA Council with the names of nominees for the GSA NoC who meet the criteria set out below. These vacancies will be advertised at least twice in advance of the nomination deadline noted in the advertisement.

E.POL.5 Composition

- E.POL.5.1 A total of five (5) [GSA graduate student](#) members, including at least two (2) voting members of GSA Council (who may be alternates) elected by GSA Council, and three (3) additional [GSA graduate student](#) members elected by GSA Council, as voting members.
- E.POL.5.1.a The voting members of GSA Council on the GSA NoC will normally be members elected by GSA Council to the GSA Board (GSAB). This will provide the GSA NoC with context regarding the work of various University and external committees, councils, and other bodies, and the strategic issues discussed by the GSAB.
- E.POL.5.2 The President and the ED (or delegate) as non-voting members.
- E.POL.5.3 Two (2) members from amongst the five (5) voting members of the GSA NoC will be elected by the GSA NoC to serve as Chair and Vice-Chair for the duration of their time on the GSA NoC or until they resign their positions as Chair and Vice-Chair. The members elected will be reported to GSA Council.

E.POL.6 Eligibility

- E.POL.6.1 All [GSA members of the GSA](#) are eligible to serve on the GSA NoC unless they intend to run in the GSA General Election or by-election, intend to serve as a Campaign Representative or volunteer in an upcoming referendum, or they have run in the previous GSA General Election or any by-election or served as a Campaign Representative or volunteer in the last referendum. If standing for election to the GSA NoC, GSA NoC nominees agree not to campaign for or endorse any individual running in the GSA General Election or any by-election, and not to serve as a Campaign Representative or volunteer in any referendum.
- E.POL.6.2 If a GSA NoC member intends to run in a GSA General Election or by-election, campaign in an upcoming referendum, campaign for or endorse any individual running in the GSA General Election or any by-election, or serve as a Campaign Representative or volunteer in a referendum they will resign from the GSA NoC.
- E.POL.6.3 Members of the GSA NoC are expected to act with neutrality and impartiality, including declaring conflicts of interest and rising above individual or departmental interests to ensure the best fit between nominees and vacancies.

E.POL.7 Training

- E.POL.7.1 New members of the GSA NoC will be trained by current GSA NoC members, the ED (or delegate), and any other individuals the ED (or delegate), in consultation with the GSA NoC, deems necessary in order for the GSA NoC to fulfill its mandate.

E.POL.8 Mandate

- E.POL.8.1 The business of the GSA NoC will be conducted according to the GSA Policy concerning nominating.
- E.POL.8.2 The GSA NoC is responsible for filling [graduate student](#) vacancies on committees, councils, and other bodies requiring such representation other than *ex officio* representation by a Directly-Elected Officer (DEO).

¹¹ Approved by GSA Council on 13 December 2010. Amended by GSA Council on 8 December 2014, 21 November 2016, and 18 September 2017.

- E.POL.8.3 The GSA NoC is responsible for facilitating the GSA Council election of [GSA membersgraduate students](#) to fill vacancies on GSA Standing Committees, *ad hoc* committees, and subcommittees, unless otherwise noted.
- E.POL.8.4 The GSA NoC is responsible for facilitating the election of GSA Council-Elected Officers [and any GSA Council elections of by-elections for GSA Councillors-at-Large positions](#), and [any by-election for a DEOs \(see Section I: Elections, GSA Policy, Elections, Section I.POL.16.2 and I.POL.16.3\) position vacated after 1 December \(or the next working day\) and before the next GSA General Election.](#)
- E.POL.8.5 In the case of a resignation or other vacancy (as determined by the GSA Elections and Referenda Committee) in the Chief Returning Officer (CRO) or Deputy Returning Officer (DRO) positions during any GSA General Election, by-election, referendum, or any other associated election or referenda matter, the GSA NoC may take necessary action to fill the vacancy, including direct appointments or appointments of former CROs, to ensure an Acting or Interim CRO and/or DRO is appointed.
- E.POL.8.6 The GSA NoC is expected to fill vacant positions in a timely fashion to ensure that there is continuity in **graduate student** representation on committees, councils, and other bodies.
- E.POL.8.7 The GSA NoC leads an annual initiative each October called the Early Call for Talent and Training. During Early Call, [GSA members graduate students](#) interested in running for elected office are invited to a get-to-know event and are encouraged to participate in a series of training sessions on various topics. Participation in Early Call will assist interested [GSA membersgraduate students](#) in developing important knowledge associated with the effective leadership of the GSA as a corporate entity with fiduciary duties. Participants will also receive information about the DEO portfolios and the time commitments involved.

E.POL.9 Meetings

- E.POL.9.1 The business of the GSA NoC will normally be conducted via e-mail.
- E.POL.9.2 The GSA NoC will normally meet in-person upon new members joining the committee. The purpose of these in-person meetings will be to exchange contact information, provide training, and make any other necessary arrangements for the members to fulfill their duties as outlined in GSA Bylaw and Policy.
- E.POL.9.3 Quorum is three (3) members including either the Chair or Vice-Chair.
- E.POL.9.3.a Under urgent circumstances, in the absence of two (2) members (eg illness, research field trip), quorum is two (2) members including either the Chair or Vice-Chair.

Section F: GSA Standing Committees

Purpose and Scope: This bylaw and associated policy govern the compositions and mandates of GSA Standing Committees, as well as outline general information about GSA Standing Committees	
Definitions	None
Other Specifically Related Sections of GSA Governing Documents	GSA Bylaw and Policy, Section L: Legal Defence Fund GSA Bylaw and Policy, Section M: GSA Health and Dental Plan GSA Bylaw and Policy, Section P: GSA Grants and Bursaries GSA Board Policy, Section 3, GSA President's Citation: Terms of Reference

GSA Bylaw: GSA Standing Committees¹²**F.BYL.1 General**

- F.BYL.1.1 GSA Council may delegate its powers to GSA Standing Committees through committee mandates.
- F.BYL.1.2 GSA Standing Committees will report regularly to GSA Council on the proper exercise of their delegated powers. The GSA Labour Relations Committee (GSA LRC) will report to GSA Council for information.
- F.BYL.1.3 GSA Standing Committees advise GSA Council and the GSA Board (GSAB) on policy relevant to their mandates, and have full authority to take actions set out within those mandates.
- F.BYL.1.4 The GSA has the following the Standing Committees:
- F.BYL.1.4.a GSAB,
 - F.BYL.1.4.b GSA Governance Committee,
 - F.BYL.1.4.c GSA Budget and Finance Committee,
 - F.BYL.1.4.d GSA Awards Selection Committee,
 - F.BYL.1.4.e GSA LRC,
 - F.BYL.1.4.f GSA Elections and Referenda Committee,
 - F.BYL.1.4.g GSA Nominating Committee, and
 - F.BYL.1.4.h GSA Appeals and Complaints Board.
- F.BYL.1.5 *Ad Hoc* Committees
- F.BYL.1.5.a GSA Council may from time to time create *ad hoc* committees to address issues that are outside the purview of GSA Standing Committees.

¹² Approved by the Extraordinary General Meeting on 11 January 2010. Amended by GSA Council on 25 July 2011, 21 September 2015, 15 May 2017, and 18 June 2018. Editorial revisions made by the GSA Governance Committee on 3 April 2017.

GSA Policy: GSA Standing Committees¹³**F.POL.2 General**

- F.POL.2.1 If the Chair of a GSA Standing Committee is absent or has a conflict of interest, the Vice-Chair will assume the responsibilities of the Chair. The Chair and Vice-Chair are voting members of all GSA Standing Committees.
- F.POL.2.2 In the absence of the Chair and Vice-Chair, the members of a GSA Standing Committee may select an interim Chair from its membership by majority vote, with such an appointment to last for the duration of the Chair's absence.
- F.POL.2.3 GSA Standing Committees meetings are supported by the Executive Director (ED) (or delegate).
- F.POL.2.4 Any Directly-Elected Officer (DEO) may attend any GSA Standing Committee meetings as a guest following approval from the Chair of the committee.
- F.POL.2.5 The ED (or delegate), Financial Manager, and Accountant have a standing invitation to attend any committee discussing financial matters.
- F.POL.2.6 GSA Standing Committees will consider any matters referred to them by GSA Council, the GSA Board (GSAB), the President, or the ED (or delegate).
 - F.POL.2.6.a A majority vote is needed for a Motion to pass; in the event of a tie a Motion is considered to have failed.
- F.POL.2.7 Vacancies arising on GSA Standing Committees will be filled in accordance with GSA Policy, Nominating.
- F.POL.2.8 Subcommittees
 - F.POL.2.8.a GSA Standing Committees may, at their discretion, form subcommittees deemed relevant to the execution of their mandates.
 - F.POL.2.8.b Terms of reference, including mandate, will be given to the subcommittee by the parent GSA Standing Committee.
 - F.POL.2.8.c Members will be nominated through the GSA Nominating Committee (GSA NoC) and elected by GSA Council. Vacancies arising on subcommittees will be filled in accordance with GSA Policy, Nominating.
 - F.POL.2.8.d In addition to offering regular reports, upon completion of the appointed task(s), subcommittees shall make final reports to the parent GSA Standing Committee, the GSAB, and GSA Council on their actions and, unless otherwise instructed, will then be dissolved.
 - F.POL.2.8.e Whether or not a subcommittee has fulfilled its mandate, it may be dissolved at any time by the subcommittee on its own recommendation, or by a majority vote of the members in the parent GSA Standing Committee to which the subcommittee reports.
- F.POL.2.9 *Ad Hoc* Committees
 - F.POL.2.9.a GSA Council may, at its discretion, form *ad hoc* committees to address issues that are outside the purview of any GSA Standing Committees.
 - F.POL.2.9.b Terms of reference, including mandate, shall be given to the *ad hoc* committee by GSA Council.
 - F.POL.2.9.c Members will be nominated through the GSA NoC and elected by GSA Council. Vacancies arising on *ad hoc* committees will be filled in accordance with GSA Policy, Nominating.

¹³ Approved by the Extraordinary General Meeting on 11 January 2010. Amended by the Annual General Meeting on 28 March 2011. Sections moved to GSA Policy from GSA Bylaw and GSA Board Policy by GSA Council on 8 April 2013 and 19 November 2018. Amended by GSA Council on 25 July 2011, 21 September 2015, 15 May 2017, 18 June 2018, and 19 November 2018. Editorial revisions made by the GSA Governance Committee on 3 April 2017 and 6 October 2017.

- F.POL.2.9.d In addition to offering regular reports, upon completion of appointed task(s), *ad hoc* committees shall make final reports to GSA Council and, unless otherwise instructed by GSA Council, shall then be dissolved.
- F.POL.2.9.e Whether or not an *ad hoc* committee has fulfilled its mandate from GSA Council, it may be dissolved at any time by the *ad hoc* committee on its own recommendation, or by a majority vote of GSA Council.

F.POL.3 GSA Board

F.POL.3.1 Composition

- F.POL.3.1.a The President as Chair.
- F.POL.3.1.b All DEOs as voting members.
- F.POL.3.1.c All GSA Directors as non-voting members.
- F.POL.3.1.d The Speaker and Senator as non-voting members.
- F.POL.3.1.e Up to three (3) Councillors elected by GSA Council as non-voting members.
 - F.POL.3.1.e.i These Councillors are expected to provide a link between the DEOs and GSA Council. Accordingly, they present information, as needed, to GSA Council when GSAB business is discussed and, likewise, represent the voice of GSA Council at GSAB meetings and advise DEOs on matters discussed by the GSAB.

F.POL.3.2 Mandate

- F.POL.3.2.a The GSAB is the senior administrative authority of the GSA as delegated to it by GSA Council.
- F.POL.3.2.b The GSAB is the discussion forum for the GSA Officers and Directors.
- F.POL.3.2.c As stated in Section M: GSA Health and Dental Plan, GSA Policy, GSA Health and Dental Plan and GSA Health and Dental Plan Reserve Fund, Section M.POL.9.1, "The GSA Board (GSAB) is mandated to oversee the implementation, administration, and performance of the GSA Health and Dental Plan, and to make recommendations to GSA Council regarding the Plan."
- F.POL.3.2.d For the GSAB's responsibilities with respect to GSA Academic Travel Grants, GSA Child Care Grants, GSA Graduate Student Group Grants, and GSA Emergency Bursaries, see Section P: GSA Grants and Bursaries, GSA Policy, GSA Grant and Bursary Application Policy and Information.
- F.POL.3.2.e For the GSAB's responsibilities with respect to the Legal Defence Fund, see Section L: Legal Defence Fund, GSA Policy, Legal Defence Fund.
- F.POL.3.2.f For the GSAB's responsibilities with respect to the provision of GSA President's Citations, see GSA Board Policy, Section 3, GSA President's Citation: Terms of Reference.

F.POL.3.3 Meetings

- F.POL.3.3.a Quorum for a meeting of the GSAB is three (3) DEOs. In the event that the GSAB has only two (2) DEOs available to meet, as determined by the Speaker, quorum for a meeting of the GSAB is all DEOs currently available to meet.
- F.POL.3.3.b Emergency GSAB meetings may be called by any DEO. Notice of seventy-two (72) hours must be given for an emergency meeting, unless there is agreement by all available GSAB members to meet on shorter notice.
- F.POL.3.3.c Notice of emergency meetings and distribution of the agenda for an emergency meeting will happen as soon as possible. In all other ways, emergency meetings will be run according to the rules of normal meetings.

F.POL.4 GSA Governance Committee

F.POL.4.1 Composition

- F.POL.4.1.a The President as Chair.
- F.POL.4.1.b The Vice-President Labour (VPL) as Vice-Chair.
- F.POL.4.1.c Three (3) Councillors or recent former Councillors elected by GSA Council as voting members.

F.POL.4.1.d The Speaker and ED (or delegate) as non-voting members.

F.POL.4.2 Mandate

F.POL.4.2.a To advise GSA Council on matters of GSA Bylaw and Policy not in the purview of any other GSA Standing Committee, or other governance issues, and recommend changes to GSA Council.

F.POL.4.2.b Make any editorial changes (such as factual inaccuracies and other editorial issues) to the GSA governing documents as deemed necessary by the GSA Governance Committee (GSA GC).

F.POL.4.2.c As per a Motion approved by the GSA GC on 9 August 2013, and subsequently revised by the GSA GC on 29 February 2016, the Chair and Vice-Chair of the GSA GC have delegated authority to approve “purely editorial” changes. “Purely editorial” changes are defined as punctuation, italicization of Latin terms, capitalization, spelling, font, and re-numbering.

F.POL.4.3 Meetings

F.POL.4.3.a Quorum is three (3) voting members including either the Chair or Vice-Chair.

F.POL.5 GSA Budget and Finance Committee

See Section K: Finances, GSA Policy, GSA Standing Committees, GSA Budget and Finance Committee.

F.POL.6 GSA Awards Selection Committee

See Section O: GSA Recognition Awards, GSA Policy, GSA Standing Committees, GSA Awards Selection Committee.

F.POL.7 GSA Labour Relations Committee

See Section Q: Collective Bargaining, GSA Policy, GSA Standing Committees, GSA Labour Relations Committee.

F.POL.8 GSA Elections and Referenda Committee

See Section I: Elections, GSA Policy, GSA Standing Committees, GSA Elections and Referenda Committee.

F.POL.9 GSA Nominating Committee

See Section E: Nominating, GSA Policy, GSA Standing Committees, GSA Nominating Committee.

F.POL.10 GSA Appeals and Complaints Board

See Section H: Performance, Conduct, Responsibilities, and Attendance, and the GSA Appeals and Complaints Board, GSA Policy, GSA Standing Committees, GSA Appeals and Complaints Board.

Section G: GSA Caucuses

Purpose and Scope: This bylaw and associated policies govern the compositions, mandates, and Chair's responsibilities for the GSA General Faculties Council Caucus and the GSA Faculty of Graduate Studies and Research Council Caucus	
Definitions	None
Other Specifically Related Sections of GSA Governing Documents	None

GSA Bylaw: GSA Caucuses¹⁴**G.BYL.1 General**

- G.BYL.1.1 Caucuses of the GSA are forums for members of bodies external to the GSA to coordinate their representation in meetings of those bodies.
- G.BYL.1.2 The GSA has the following Caucuses:
 - G.BYL.1.2.a The GSA General Faculties Council Caucus and
 - G.BYL.1.2.b The GSA Faculty of Graduate Studies and Research Council Caucus.

¹⁴ Approved by GSA Council on 16 August 2010. Amended by GSA Council on 14 March 2011. Editorial revisions made by the GSA Governance Committee on 23 January 2014 (Chair and Vice-Chair under delegated authority from the GSA Governance Committee) and 3 April 2017.

GSA Policy: GSA Caucuses¹⁵**G.POL.2 GSA General Faculties Council Caucus**

G.POL.2.1 Composition

- G.POL.2.1.a The GSA General Faculties Council Caucus (GSA GFC Caucus) is chaired by the Vice-President Academic (VPA).
- G.POL.2.1.b The President is a member of the GSA GFC Caucus.
- G.POL.2.1.c All **graduate students** appointed to GFC are members of the GSA GFC Caucus.

G.POL.2.2 Mandate

- G.POL.2.2.a The GSA GFC Caucus is a forum to coordinate **graduate student** representation at GFC meetings.

G.POL.2.3 Meetings

- G.POL.2.3.a In the absence of the Chair, the GSA GFC Caucus may select an interim Chair from its membership by majority vote, with such an appointment to last for the duration of the Chair's absence.

G.POL.3 GSA Faculty of Graduate Studies and Research Council Caucus

G.POL.3.1 Composition

- G.POL.3.1.a The GSA Faculty of Graduate Studies and Research Council Caucus (GSA FGSR Council Caucus) is chaired by the VPA.
- G.POL.3.1.b The President is a member of the GSA FGSR Council Caucus.
- G.POL.3.1.c The Vice-President Labour is a member of the GSA FGSR Council Caucus.
- G.POL.3.1.d All **graduate students** appointed to FGSR Council are members of the GSA FGSR Caucus.

G.POL.3.2 Mandate

- G.POL.3.2.a The GSA FGSR Council Caucus is a forum to coordinate **graduate student** representation at FGSR Council meetings.

G.POL.3.3 Meetings

- G.POL.3.3.a In the absence of the Chair, the GSA FGSR Council Caucus may select an interim Chair from its membership by majority vote, with such an appointment to last for the duration of the Chair's absence.

¹⁵ Approved by the Annual General Meeting on 22 March 2010. Section moved to GSA Policy from GSA Bylaw by GSA Council on 8 April 2013. Editorial revisions made by the GSA Governance Committee on 23 January 2014 (Chair and Vice-Chair under delegated authority from the GSA Governance Committee), and 3 April 2017.

Section H: Performance, Conduct, Responsibilities, and Attendance, and the GSA Appeals and Complaints Board

<p>Purpose and Scope: These policies govern GSA Officers and GSA members holding elected office; set out expectations with respect to performance and conduct, and conflict of interest and conflict of commitment; outline policies and procedures related to responsibilities and attendance of GSA committee members and representatives on University governing bodies and committees; and governs the jurisdiction, composition, and policies of the GSA Appeals and Complaints Board (including what matters can be taken to the GSA Appeals and Complaints Board and how the GSA Appeals and Complaints Board proceeds with hearings and decisions)</p>	
<p>Definitions</p>	<p>“Conflict of Interest” is defined as the convergence of a GSA member’s personal, financial, or political interests with their professional interests such that an independent observer might reasonably question whether that member’s professional actions and/or decisions are improperly influenced by consideration of personal, financial, or political gain or loss</p> <p>“Correspondence” is defined as all correspondence, notices, and materials sent by the GSA ACB Chair to University students or employees emailed to a CCID address; those without a CCID will need to provide an email address to receive correspondence</p> <p>“Deemed Delivered” is defined such that an email is deemed to have been delivered twenty-four (24) hours from the time it was sent</p> <p>“ED” is defined as the Executive Director of the GSA, or a delegate with training and/or experience in procedural fairness</p> <p>“Respondent” is defined as the GSA Officer(s) complained about; this is the person or persons providing a written response(s) to a Complaint</p> <p>“Signature” is defined as a depiction of someone’s name that a person writes on documents as a proof of identity and intent; signatures may be electronic if coming from a known source</p> <p>“Working Day” is defined as a day that the GSA office is open</p> <p>“Written Record” is defined as all communications, during a GSA General Election, by-election, or referenda, between the Chief Returning Officer and candidate(s) or Campaign Representatives and any other(s) also involved</p>
<p>Other Specifically Related Sections of GSA Governing Documents</p>	<p>GSA Bylaw and Policy, Section C: GSA Council</p> <p>GSA Bylaw and Policy, Section D: GSA Officers</p> <p>GSA Bylaw and Policy, Section I: Elections</p> <p>GSA Bylaw and Policy, Section J: Referenda</p>

GSA Policy: Performance and Conduct, Conflict of Interest, and Conflict of Commitment¹⁶

H.POL.1 Performance and Conduct of GSA Officers

H.POL.1.1 The GSA expects GSA Officers and Councillors-at-Large (CALs) to contribute to the carrying out of the GSA's fiduciary duty to represent the interests of **graduate students** at the University of Alberta through conduct that exhibits the highest ethical and professional standards. These ~~graduate student~~ representatives are expected to observe GSA Bylaw and Policy, and are expected to perform their duties with diligence.

H.POL.1.2 GSA Officers and CALs can be held accountable for their conduct (including conflict of interest or conflict of commitment) and/or the performance of their duties and related matters (including attendance and confidentiality)), and may be removed from office.

H.POL.2 Conflict of Interest

H.POL.2.1 No ~~member of the GSA~~ **member** who holds a position of trust and/or authority within the GSA may be perceived as acting with integrity if their actions and/or decisions directly or indirectly result in personal benefit for that **member**.

H.POL.2.2 Avoiding Conflicts of Interest

H.POL.2.2.a Prior to undertaking any activity that may give rise to a conflict of interest, whether or not that activity is within the scope of the **member's** work at the GSA, **a member** must disclose that activity.

H.POL.2.2.b Where prior disclosure is impossible, disclosure must be made as soon as possible after commencement of the activity.

H.POL.3 Conflict of Commitment

H.POL.3.1 No ~~GSA member~~~~graduate student~~ holding elected office may have time commitments that prevent them from carrying out the stated duties of their positions.

¹⁶ Approved by GSA Council on 14 April 2008. Amended by GSA Council on 13 March 2011. Section moved to GSA Policy from GSA Bylaw by GSA Council on 21 September 2015.

GSA Policy: Responsibilities and Attendance of GSA Standing Committee, GSA Ad Hoc Committee, and GSA Subcommittee Members, and Representatives on University Governing Bodies and Committees¹⁷

H.POL.4 Responsibilities and Attendance of GSA Standing Committee, GSA Ad Hoc Committee, and GSA Subcommittee Members

- H.POL.4.1 All GSA Standing Committee, GSA *ad hoc* committee, and GSA subcommittee members will perform their duties with a regard for the best interest of the GSA and its members and within the scope of GSA Bylaw, GSA Policy, and GSA Council motions.
- H.POL.4.2 All GSA Standing Committee, GSA *ad hoc* committee, and GSA subcommittee members are expected to attend all meetings. If a GSA Standing Committee, GSA *ad hoc* committee, or GSA subcommittee member cannot attend a meeting, they will provide an advance written reason to the Chair. Lack of attendance and/or the submission of written reasons may result in the Chair declaring the position vacant.
- H.POL.4.3 All GSA Standing Committee, GSA *ad hoc* committee, and GSA subcommittee members may be requested to sign and abide by confidentiality agreements regarding the information provided or matters discussed at the committee's meetings.

H.POL.5 Responsibilities and Attendance of GSA Representatives on University Committees, Councils, and Other Bodies

- H.POL.5.1 GSA representatives on University committees, councils, and other bodies are expected to use their discretion to represent **graduate students**, or to represent the specific recommendation(s) of the GSA if so directed by GSA Council. They are obliged to present any official position or policy of the GSA Board (GSAB) or GSA Council, except as noted below in Section H.POL.5.8.a.
- H.POL.5.2 GSA representatives on University committees, councils, and other bodies are expected to attend all meetings. If they cannot attend a meeting, they will provide an advance written reason to the Chair.
- H.POL.5.3 GSA representatives on University committees, councils, and other bodies are expected to inform the GSAB of important matters or matters requiring urgent consideration.
- H.POL.5.4 GSA representatives on University committees, councils, and other bodies uphold the wishes of their committees on all privileged or confidential information.
- H.POL.5.5 GSA representatives on University committees, councils, and other bodies may be asked to submit a written report to the GSAB or GSA Council.
- H.POL.5.6 Recall of appointment
 - H.POL.5.6.a Should a GSA representative on a University committee, council, and other body fail to fulfill the duties of representing the GSA on that committee, council, or other body, miss two (2) consecutive meetings or miss more than three (3) meetings of that committee, council, or other body, for any reason, the GSA representative to that committee, council or other body may be replaced, or action may otherwise be taken in compliance with the terms of reference of the committee, council, or other body in question.
 - H.POL.5.6.b GSA representatives may be recalled by GSA Council on the request of the University committee, council, or other body to which they are appointed.
- H.POL.5.7 Board of Governors
 - H.POL.5.7.a GSA Policy states that the President is the statutory member on the Board of Governors (BoG) (Section D: GSA Officers, GSA Policy, GSA Officer Portfolios). The President presents any official position or policy of the GSAB or GSA Council.

¹⁷ Section moved to GSA Policy from GSA Bylaw by GSA Council on 8 April 2013. Amended by GSA Council on 15 October 2007, 14 March 2011, and 25 May 2015.

- H.POL.5.7.b The President also serves on up to three (3) BoG committees.
- H.POL.5.7.c The President is expected to attend all meetings and is not permitted by the BoG to send a delegate, except for the Board Safety, Health, and Environment Committee (BSHEC). If the President (or delegate, in the case of BSHEC) cannot attend a meeting they will provide an advance written reason to the Chair.
- H.POL.5.8 General Faculties Council
 - H.POL.5.8.a The General Faculties Council (GFC) has its own attendance policy that GFC representatives must observe. GFC Policy also states that no member is an “instructed delegate” (GFC Terms of Reference, Section 2, Attendance, and Section 4, Voting Procedures).
 - H.POL.5.8.b GSA Policy states that the Vice-President Academic (VPA) is the statutory member (Section D: GSA Officers, GSA Policy, GSA Officer Portfolios) and, as such, presents any official position or policy of the GSAB or GSA Council and is expected to attend all meetings. The VPA is permitted to send a delegate if the VPA cannot attend a meeting. If the VPA (or delegate) cannot attend a meeting they will provide an advance written reason to the Chair.
- H.POL.5.9 Senate
 - H.POL.5.9.a The GSA elects a Senator annually. The Senator is expected to attend all Senate meetings and, if they must miss a meeting, they are expected to send their regrets and the reason for non-attendance to the Chancellor and the GSA President.
 - H.POL.5.9.b The Senator will present, as needed, any official position or policy of the GSAB or GSA Council.

GSA Policy: GSA Standing Committees, GSA Appeals and Complaints Board¹⁸

H.POL.6 Jurisdiction

- H.POL.6.1 The GSA Appeals and Complaints Board (GSA ACB) is responsible for hearing and deciding appeals of GSA Chief Returning Officer (CRO) decisions and complaints about GSA Officers and Councillors-at-Large (CALs) as allowed by Section 94(3) of the *Post-Secondary Learning Act*.
- H.POL.6.2 The GSA ACB hears and decides on the following matters through Hearing Committees:
 - H.POL.6.2.a Complaints about the performance or conduct of GSA Officers and CALs or about conflict of interest or commitment relating to GSA Officers and CALs.
 - H.POL.6.2.b Appeals of decisions of the CRO.

H.POL.7 Composition, Chair, Terms of Office, Quorum, and Reporting of the GSA Appeals and Complaints Board

- H.POL.7.1 Composition
 - H.POL.7.1.a Eight (8) [GSA membersgraduate students](#) elected by GSA Council as voting members.
 - H.POL.7.1.b Four (4) Departmental Councillors (including the Indigenous Graduate Students' Association (IGSA) Councillor), alternates, or recent former Departmental Councillors, elected by GSA Council as voting members.
- H.POL.7.2 Members must come from a broad range of departments and may stand for re-election.
- H.POL.7.3 To the extent possible, terms of office normally run from 1 October until 30 September for a one (1) or two (2) year term as recommended by the GSA Nominating Committee (GSA NoC). Terms will be staggered. Any member who has been chosen to serve on a GSA ACB Hearing Committee may complete their service on a hearing even if their term expires or they convocate.
- H.POL.7.4 GSA Council will elect one (1) member of the GSA ACB as Chair and one (1) member of the GSA ACB as Vice-Chair on the recommendation of the GSA NoC, for a term of office, also recommended by the GSA NoC, not to exceed two (2) years. Members may stand for re-election as Chair or Vice-Chair.
- H.POL.7.5 The GSA ACB Chair and Vice-Chair may delegate their positions to another GSA ACB member for reasons relating to bias, availability, or upcoming vacancy prior to GSA Council electing a replacement.
- H.POL.7.6 When the full GSA ACB meets to discuss their procedures for hearings or other general business, quorum is five (5) members including the Chair and/or Vice-Chair.
- H.POL.7.7 The GSA ACB Chair will report to GSA Council monthly as needed.

H.POL.8 Composition of GSA Appeals and Complaints Board Hearing Committees

- H.POL.8.1 For the purpose of hearing appeals of CRO decisions, the composition and quorum is three (3) members of the GSA ACB. For the purpose of hearing complaints about GSA Officers and CALs, the composition and quorum is five (5) GSA ACB members of which at least two (2) must be Departmental Councillors (including the IGSA Councillor), alternates, or recent former Departmental Councillors.
- H.POL.8.2 The Executive Director (ED) will select a reserve member(s) from the list of members.

¹⁸ Previous GSA Policy on the GSA Judicial Committee amended by GSA Council on 14 March 2011 and 21 October 2013. Section moved to GSA Policy from GSA Bylaw by GSA Council on 8 April 2013. Replacement of the GSA Judicial Committee with the GSA Appeals and Complaints Board approved by GSA Council on 20 July 2015. Editorial revisions made by the GSA Governance Committee on 3 April 2017 and 6 October 2017.

H.POL.9 Nomination of GSA Appeals and Complaints Board Members

- H.POL.9.1 In forwarding nominees to GSA Council, the GSA NoC will follow its terms of reference as set out in Section E: Nominating, GSA Policy, Nominating; however, the GSA NoC may take whatever action is necessary in urgent situations (deemed so in consultation with the ED and the GSA ACB Chair) in order to ensure the full complement of twelve (12) GSA ACB members. Such actions can include direct appointments to the GSA ACB, or appointments of former members of the GSA ACB.
- H.POL.9.2 Members of the GSA ACB must have a demonstrated ability to be neutral and are expected to act impartially, including declaring any conflicts of interest as they arise and rising above individual/departmental interests to ensure procedural fairness, and must be available during the GSA General Election.
- H.POL.9.3 Members of the GSA ACB must have no intention to run in the GSA General Election or any by-election and no intention to serve as a Campaign Representative or volunteer in an upcoming referendum. Members must also not have run in the previous GSA General Election or any by-election or served as a Campaign Representative or volunteer in the last referendum. If standing for election to the GSA ACB, GSA ACB nominees agree not to campaign for or endorse any individual running in the GSA General Election or any by-election, and not to serve as a Campaign Representative or volunteer in any referendum. A GSA ACB member will resign if they intend to run in a GSA General Election or by-election, serve as a Campaign Representative in an upcoming referendum, campaign for or endorse any individual running in the GSA General Election or and by-election, or serve as a volunteer in a referendum campaign.
- H.POL.9.4 The GSA NoC will interview all nominees to the GSA ACB and forward selected nominees to GSA Council.
- H.POL.9.5 The President, Vice-Presidents, other Elected Officers, CALs, and GSA Elections and Referenda Committee members may not serve on the GSA ACB.

H.POL.10 Support and Training

- H.POL.10.1 The ED will serve in a neutral role to advise on procedural matters, and to seek legal advice on behalf of the GSA ACB, or on behalf of the Chairs of GSA ACB Hearing Committees.
- H.POL.10.2 The ED, in consultation with the Chair and/or Vice-Chair of the GSA ACB, will serve as Administrator of this Policy for support or action needed on any matter related to the GSA ACB.
- H.POL.10.3 The ED will provide for training of members in procedural fairness.

H.POL.11 Alleged Criminal Action and Alleged Breach of the Code of Student Behaviour

- H.POL.11.1 Should an Appeal, Complaint, Response, or related information involve an alleged criminal action or an alleged breach of the Code of Student Behaviour, or involve any other jurisdiction, legal advice will be sought by the ED on behalf of the GSA ACB Chair before proceeding.

H.POL.12 Information Provided Anonymously

- H.POL.12.1 If a person provides information on an anonymous basis, that information and the request for anonymity will be assessed on a case-by-case basis by the GSA ACB Chair or GSA ACB Hearing Committee Chair, in consultation with the Vice-Chair and the ED.

H.POL.13 Informal Resolution

- H.POL.13.1 The GSA ACB Chair, in consultation with the ED, may attempt informal resolution before involving the GSA ACB; if resources outside the GSA ACB are used for informal resolution and if an agreement amongst the parties is reached, the Chair and Vice-Chair must approve the agreement. If informal resolution is rejected or is not successful, the GSA

ACB Chair and ED will provide a statement to the GSA ACB Hearing Committee about attempts at informal resolution.

H.POL.14 Complaints About the Performance or Conduct of GSA Officers and Councillors-at-Large, Including Complaints About Conflict of Interest or Commitment

- H.POL.14.1 Receipt of Complaints and Setting the Hearing Date(s)
- H.POL.14.1.a Complaints about a GSA Officer(s) or a CAL(s) will be directed to the GSA ACB Chair and copied to the ED.
 - H.POL.14.1.b Complaints may be made by any person(s).
 - H.POL.14.1.c Complaints about the performance or conduct of a GSA Officer(s) or a CAL(s) or about conflict of interest or commitment relating to a GSA Officer(s) or a CAL(s) must be in writing (ie not oral), and signed. They must provide a complete description of the circumstances that have prompted the Complaint, a list of any known witnesses the Complainant intends to call, and any suggested remedy or action.
 - H.POL.14.1.d Upon receipt of a Complaint, the GSA ACB Chair will confer with the ED, who will seek legal advice if necessary.
 - H.POL.14.1.e Where there is a Complaint about a GSA Officer(s), the GSA ACB Chair and Vice-Chair, in consultation with the ED, will decide, normally within two (2) working days, if the GSA Officer(s) may be suspended with pay, as relevant, until the hearing is complete; as needed the President or Acting President, in consultation with the ED will decide on how Directly-Elected Officer(s)' duties will be carried out during a suspension.
 - H.POL.14.1.f The GSA ACB Chair and Vice-Chair, in consultation with the ED, can dismiss a Complaint if it is unfounded, frivolous, or vexatious. This decision must be given in writing and is final and binding.
 - H.POL.14.1.g If the Chair proceeds with the Complaint, a hearing date(s) will be set.
- H.POL.14.2 Response
- H.POL.14.2.a The GSA ACB Chair will send the Complaint to the GSA Officer(s) or CAL(s) being complained about, copied to the ED. The GSA ACB Chair will require a Response, to be received within fifteen (15) working days, and will ask about the possibility of informal resolution; the deadline for a Response may be adjusted accordingly.
 - H.POL.14.2.b The Response must be in writing (ie not oral), signed, and must provide a response to the matters raised in the Complaint, a list of any known witnesses the Respondent intends to call, and any suggested remedy or action.
 - H.POL.14.2.c Responses will be directed to the GSA ACB Chair and copied to the ED.
 - H.POL.14.2.d If a Response is not received by the deadline, the Respondent will be notified that a GSA ACB Hearing will proceed on the basis of the written Complaint.
- H.POL.15.3 Challenge of GSA ACB Members for Reason of Bias
- H.POL.14.3.a The GSA ACB Chair will provide Complainants and Respondents with the list of all GSA ACB members. Complainants and Respondents will have five (5) working days to submit a written challenge on the basis that a GSA ACB member has a bias that would prevent a fair hearing. A full explanation will be provided.
 - H.POL.14.3.b Decisions on bias rest with the Chair of the GSA ACB in consultation with the ED or, if the Chair is challenged, with the Vice-Chair.
- H.POL.14.4 Procedural Questions
- H.POL.14.4.a If procedural questions arise before a GSA ACB Hearing Chair has been selected, (for example, a request to extend a deadline) the GSA ACB Chair will consult with

the ED and reach a decision. Decisions of the GSA ACB Chair on procedural matters may be made without a hearing and are final and binding.

H.POL.14.5 Striking a GSA ACB Hearing Committee to Hear a Complaint

H.POL.14.5.a The GSA ACB Chair will ask the ED to strike a five (5) person GSA ACB Hearing Committee as follows:

H.POL.14.5.a.i The Chair of the GSA ACB Hearing Committee will be selected, in order of service and availability, from the list of GSA ACB members. Trained and/or experienced members will be given preference,

H.POL.14.5.a.ii The other four (4) members of the GSA ACB Hearing Committee will be selected taking into account service and availability, from the list of GSA ACB members,

H.POL.14.5.a.iii The GSA ACB Chair may serve on the GSA ACB Hearing Committee as Chair or as a member, and

H.POL.14.5.a.iv Depending on availability of members, the date(s) and time(s) of the hearing may be changed.

H.POL.14.5.b The GSA ACB Hearing Committee Chair may call a meeting of the GSA ACB Hearing Committee, with the ED present, to discuss jurisdiction and procedure only; no discussion of substantive matters may occur. The GSA ACB Chair may attend.

H.POL.14.6 GSA ACB Hearing Process

H.POL.14.6.a The GSA ACB Hearing Committee Chair will provide ten (10) working days' notice to the Complainant and Respondent of the date(s), time(s), and place(s) of the hearing. The Complainant and Respondent are responsible for calling their own witnesses, and may each be accompanied by an Advisor. If an Advisor is to be present, the GSA ACB Chair and ED must be notified via email at least three (3) working days before the hearing.

H.POL.14.6.b If new information is introduced at the hearing, the GSA ACB Hearing Committee will decide on how to proceed and may have the ED seek legal advice.

H.POL.14.6.c With respect to procedural questions that arise during a hearing, the ED will provide advice to the GSA ACB Hearing Committee and may seek legal advice on behalf of the Chair.

H.POL.14.6.d Subject to privacy legislation, all documents related to a hearing will be made available to the GSA ACB Hearing Committee, the ED, the parties, their Advisors, and reserve members.

H.POL.14.6.e Hearings are closed.

H.POL.14.6.f The ED may attend the hearing at the invitation of the Chair of the GSA ACB Hearing Committee.

H.POL.14.6.g After the Complainant and Respondent have been heard, the GSA ACB Hearing Committee Chair will adjourn and the Complainant and Respondent (and/or Advisors) will leave the hearing room.

H.POL.14.6.h The Complaint will be judged on a balance of probabilities.

H.POL.14.6.i The GSA ACB Hearing Committee will reach decisions by majority vote. No member may abstain.

H.POL.14.7 Written Decision

H.POL.14.7.a At the hearing's conclusion, the GSA ACB Hearing Committee Chair will draft a written decision, to be reviewed by GSA ACB Hearing Committee members and the ED.

- H.POL.14.7.b The decision, signed by the GSA ACB Hearing Committee Chair, will be sent by email to the Complainant and Respondent, and their Advisors, and copied to the GSA ACB Chair and ED within six (6) working days.
- H.POL.14.8 Powers of a GSA ACB Hearing Committee Concerning GSA Officer(s) and CAL(s)
- H.POL.14.8.a The GSA ACB Hearing Committee may decide in favour of a Complainant or Respondent, in whole or in part, depending on the issues under consideration and on the remedy, relief, or actions.
- H.POL.14.8.b The GSA ACB Hearing Committee may dismiss the Complaint.
- H.POL.14.8.c If the Complaint is upheld, the GSA ACB Hearing Committee may issue a letter of warning to the GSA Officer(s) or the CAL(s) related to performance, conduct, or conflict of interest/commitment; may set out clear expectations for future performance, conduct, or conflict of interest/commitment; or make any other decision appropriate to the circumstances. The GSA ACB Chair will monitor the situation. If there is a further complaint about the same GSA Officer(s) or CAL(s), the written decision of the initial GSA ACB Hearing Committee will be made available for any further hearing together with a report on the monitoring of the situation by the GSA ACB Chair.
- H.POL.14.8.d The GSA ACB Hearing Committee may remove the GSA Officer(s) from office.
- H.POL.14.8.e The GSA ACB Hearing Committee may remove the CAL(s) from their position, and declare the position vacant.
- H.POL.14.8.f All decisions are final and binding.
- H.POL.14.8.g The GSA ACB Chair will attend GSA Council and report briefly, in closed session, on Complaints concerning GSA Officer(s) or CAL(s) that have been heard and decided.

H.POL.15 Appeals of a Chief Returning Officer Decision

- H.POL.15.1 Appeals of a CRO's decision normally occur in the midst of a short campaign period. CRO decisions may have an impact on a candidate's or campaign member's ability to campaign. Therefore, hearings of a GSA ACB Hearing Committee are on the Written Record of the CRO and the appeal submission(s) and the GSA ACB Hearing Committee will aim to complete their hearing within three (3) working days.
- H.POL.15.2 Receipt of Appeals of a CRO Decision
- H.POL.15.2.a Written appeals of a CRO decision will be directed to the GSA ACB Chair and copied to the ED.
- H.POL.15.2.b Candidate(s) or referendum campaign member(s) have twenty-four (24) hours from the time the CRO's decision is deemed delivered to submit an Appeal.
- H.POL.15.2.c Appeals may be made by a candidate(s) running in a GSA General Election or by-election, or a campaign member(s) in a referendum, or any other affected party.
- H.POL.15.2.d Appeals must be in writing (ie not oral), and signed. They must provide a description of the circumstances that prompted the Appeal and any suggested remedy or action.
- H.POL.15.2.e The GSA ACB Chair and Vice-Chair, in consultation with the ED, can dismiss an Appeal if it is unfounded, frivolous, or vexatious. This decision must be given in writing and is final and binding.
- H.POL.15.2.f The GSA ACB Chair will decide if another candidate(s) or referendum campaign member(s) who is/are affected should be asked for a written submission.
- H.POL.15.3 Challenge of GSA ACB Members for Reason of Bias
- H.POL.15.3.a Candidate(s) running in a GSA General Election or by-election, or campaign member(s) in a referendum will have had the opportunity to challenge members of the GSA ACB for reason of bias on nomination/referenda forms. Other affected

parties will be given twenty-four (24) hours to submit a written challenge on the basis that a GSA ACB member has a bias that would prevent a fair hearing.

- H.POL.15.3.b Decisions on bias rest with the Chair of the GSA ACB in consultation with the ED or, if the Chair is challenged, with the Vice-Chair.
- H.POL.15.4 Striking a GSA ACB Hearing Committee to Consider an Appeal of a CRO Decision
 - H.POL.15.4.a Upon a receipt of an Appeal of a CRO's decision, the GSA ACB Chair will set date(s), time(s), and place(s) for the hearing and ask the ED to strike a three (3) person GSA ACB Hearing Committee as follows:
 - H.POL.15.4.a.i The Chair of the GSA ACB Hearing Committee will be selected, in order of service and availability, from the list of GSA ACB members. Trained and/or experienced members will be given preference,
 - H.POL.15.4.a.ii The other two (2) members of the GSA ACB Hearing Committee will be selected taking into account service and availability, from the list of GSA ACB members,
 - H.POL.15.4.a.iii The GSA ACB Chair may serve on the GSA ACB Hearing Committee as Chair or as a member, and
 - H.POL.15.4.a.iv Depending on availability of members, the date(s) and time(s) of the hearing may be changed.
 - H.POL.15.4.b The GSA ACB Hearing Committee Chair may call a meeting of the GSA ACB Hearing Committee, with the ED present, to discuss jurisdiction and procedure only; no discussion of substantive matters may occur. The GSA ACB Chair may attend.
- H.POL.15.5 GSA ACB Hearing Process
 - H.POL.15.5.a The Chair of the GSA ACB Hearing Committee will ask that the CRO, with all due speed, submit the full Written Record of the CRO decision.
 - H.POL.15.5.b The GSA ACB Hearing Committee will meet to consider the matter based on the Written Record and the Appeal.
 - H.POL.15.5.c Subject to privacy legislation, all documents related to a hearing will be made available to the GSA ACB Hearing Committee, the ED, the parties, and reserve members.
 - H.POL.15.5.d Hearings are closed.
 - H.POL.15.5.e The ED may attend the hearing at the invitation of the Chair of the GSA ACB Hearing Committee.
 - H.POL.15.5.f The Appeal will be judged on a balance of probabilities.
 - H.POL.15.5.g The GSA ACB Hearing Committee will reach decisions by majority vote. No member may abstain.
- H.POL.15.6 Written Decision
 - H.POL.15.6.a At the conclusion of the hearing, the GSA ACB Hearing Committee Chair will draft a written decision, to be reviewed by GSA ACB Hearing Committee members and the ED.
 - H.POL.15.6.b The decision, signed by the Chair of the GSA ACB Hearing Committee, will be immediately sent to the Appellant and the CRO via email.
- H.POL.15.7 Powers of a GSA ACB Hearing Committee Concerning Appeals of a CRO Decision
 - H.POL.15.7.a The GSA ACB Hearing Committee may uphold or deny, in whole or in part, the Appeal and may make any order or take any action, including re-running an election or referendum, to ensure that the guiding principle of GSA Elections and Referenda is adhered to: "the fundamental principle underlying GSA Elections [and Referenda] is that they are to be fair, respect the wishes of voters, and conducted

in a manner that reflects the excellent, positive reputation of the GSA” (Section I: Elections, GSA Bylaw, Elections, Section I.BYL.1.1 and Section J: Referenda, GSA Bylaw, Referenda, Section J.BYL.1.1).

- H.POL.15.7.b GSA ACB Hearing Committee decisions are final and binding.
- H.POL.15.7.c The GSA ACB Chair will ensure that, subject to privacy legislation, decisions on appeals of CRO decisions are posted on the GSA website.
- H.POL.15.7.d The GSA ACB Chair will attend GSA Council and report briefly on appeals of CRO decisions that have been heard and decided.

Section I: Elections

Purpose and Scope: This bylaw and associated policies govern the operation of GSA elections and the expected conduct of candidates therein, and govern the composition and mandate of the GSA Elections and Referenda Committee	
Definitions	<p>“Campaigning” is defined as any form of promotion of an individual; this includes all verbal, electronic, and visual forms of communication</p> <p>“Deemed Delivered” is defined such that an email is deemed to have been delivered twenty-four (24) hours from the time it was sent</p> <p>“Moderated Mailing List” is defined as a list where the membership is compiled by a third-party and/or communications are sent to list owners for review and/or approval prior to circulation to subscribers</p> <p>“Provisional Results” are defined as results that are subject to appeal for twenty-four (24) hours from the time the provisional results are released and which may, in addition, be affected because of earlier complaints not yet resolved</p> <p>“Working Day” is defined as a day that the GSA office is open</p>
Other Specifically Related Sections of GSA Governing Documents	<p>GSA Bylaw and Policy, Section B: Members</p> <p>GSA Bylaw and Policy, Section D: GSA Officers</p> <p>GSA Bylaw and Policy, Section E: Nominating</p> <p>GSA Bylaw and Policy, Section H: Performance, Conduct, Responsibilities, and Attendance, and the GSA Appeals and Complaints Board</p>

GSA Bylaw: Elections¹⁹

I.BYL.1 Guiding Principle

- I.BYL.1.1 The fundamental principle underlying GSA elections is that they are to be fair, respect the wishes of voters, and conducted in a manner that reflects the excellent, positive reputation of the GSA.

I.BYL.2 Election Timeline

- I.BYL.2.1 Elections will consist of a nomination period, a campaign period, and a voting period.
- I.BYL.2.2 The timeline for elections will be set out in GSA Policy.

I.BYL.3 Nominations

- I.BYL.3.1 The requirements for the nomination forms will be set out in GSA Policy.
- I.BYL.3.2 Candidates for Directly-Elected Officer (DEO) positions will be [GSA members, except associate members, graduate students](#) in good academic standing.
- I.BYL.3.2.a Each position will be elected on a per ballot basis.
- I.BYL.3.3 Candidates are not allowed to run for multiple positions.

¹⁹ Amended by GSA Council on 18 November 2013, 23 January 2017, and 15 October 2018. Editorial revisions made by the GSA Governance Committee on 28 May 2015.

I.BYL.4 Voting

- I.BYL.4.1 All voting in the GSA General Election and by-elections will be done electronically, except in the event of a failure of the electronic system in use.

I.BYL.5 Campaign Restrictions

- I.BYL.5.1 Any individual associated with the GSA office (whether standing as a candidate or not) will not use the GSA office or any GSA office resources (eg, email accounts, staff) for campaign purposes on behalf of any candidate.
- I.BYL.5.2 DEOs (whether standing as a candidate or not) will not campaign on behalf of any candidate during any committee meetings or events at which they are acting as elected representatives of the GSA.
- I.BYL.5.3 DEOs may endorse candidates provided they do not do so in their capacity as elected representatives of the GSA, and they do not speak for the GSA as an organization.
- I.BYL.5.4 The Chief Returning Officer (CRO), Deputy Returning Officer, Speaker, Deputy Speaker, members of the GSA Nominating Committee, members of the GSA Appeals and Complaints Board, and members of the GSA Elections and Referenda Committee will remain neutral and not campaign for or endorse any candidate whatsoever.

I.BYL.6 Filling Vacancies Following the GSA General Election

- I.BYL.6.1 In the event that a DEO position or Councillor-at-Large (CAL) position is not filled by the end of the GSA General Election (ie no candidates run for a position or "None of the Candidates" is elected), or a DEO position or CAL position is vacated any time prior to 1 December (or the next working day), the CRO and GSA Council will follow GSA Policy on filling vacancies following the GSA General Election (see Section I: Elections, GSA Policy, Elections).

GSA Policy: Elections²⁰**I.POL.7 General Principles and Rules of Conduct for Elections**

- I.POL.7.1 “The fundamental principle underlying GSA elections is that they are to be fair, respect the wishes of voters, and conducted in a manner that reflects the excellent, positive reputation of the GSA” (Section I: Elections, GSA Bylaw, Elections, Section I.BYL.1.1).
- I.POL.7.2 Candidates will abide by GSA Bylaw and Policy concerning elections, and any other applicable policies or laws, and will ensure that campaign volunteers do the same. It is the responsibility of candidates to familiarize themselves with GSA Bylaw and Policy on elections.
- I.POL.7.3 Candidates will treat the Chief Returning Officer (CRO), Deputy Returning Officer (DRO), members of the GSA Elections and Referenda Committee (GSA ERC), GSA Officers, management, staff, and fellow candidates with respect.

I.POL.8 Nomination Forms

- I.POL.8.1 Nomination forms will be made available to ~~GSA members~~~~graduate students~~ in hard copy at the GSA office. Exceptions may be made at the discretion of the CRO.
- I.POL.8.2 On the Directly-Elected Officer (DEO) nomination forms, candidates will include a minimum of five (5) signatures from **GSA members**. The purpose of the signatures is to attest that the nominators, in their view, believe the candidate has the ability and/or experience for the office for which they are running.
- I.POL.8.3 Councillor-at-Large (CAL) candidates are not required to include signatures in their nomination forms.
- I.POL.8.4 Written nominations for DEO or CAL positions will be submitted to the GSA office to be reviewed and signed by the CRO in order to verify both completeness and that the nomination form has been submitted on time. The original will be filed in the GSA office and one (1) copy provided to the candidate, normally electronically. If a nomination form is incomplete or late, the CRO will not accept the nomination form. Candidates cannot appeal this decision.
- I.POL.8.5 Candidates can change the position they wish to run for, but must do so before the close of nominations. If a candidate changes the position they are running for, the candidate will be required to fill out and submit a new nomination form for the new position prior to the nomination deadline and must meet the requirements as set out in Section I.POL.8.4, above.
- I.POL.8.6 Once the CRO or DRO verifies nomination forms, the names of candidates who have submitted their nomination forms will be provisionally listed on the GSA website and in hard copy at the GSA office.
- I.POL.8.7 The following will be stated on nomination forms for the GSA General Election and any subsequent by-elections:
 - “By signing nomination forms, all candidates acknowledge that they have read and agree to abide by GSA Bylaw and Policy on elections, which is posted in full on the GSA website.

²⁰ Approved by GSA Council on 14 March 2011. Amended by GSA Council on 21 on October 2013, 8 December 2014, 25 May 2015, 20 July 2015, 23 January 2017, and 15 October 2018. Editorial revisions made by the GSA Governance Committee on 15 January 2015 (Chair and Vice-Chair under delegated authority from the GSA Governance Committee), 24 February 2015 (Chair and Vice-Chair under delegated authority from the GSA Governance Committee), 28 May 2015, 24 July 2015 (Chair and Vice-Chair under delegated authority from the GSA Governance Committee), 10 August 2015 (Chair and Vice-Chair under delegated authority from the GSA Governance Committee), and 6 October 2017.

By signing nomination forms, candidates also acknowledge that they have read and are aware of the terms of an appeal within the GSA of any decisions on alleged breaches of GSA Bylaw and Policy, including the fact that the CRO, with advice from the GSA ERC, receives, manages, and rules on complaints regarding alleged breaches of GSA Bylaw or Policy and that the GSA Appeals and Complaints Board (GSA ACB) decides on any appeals. Any concerns with potential bias on the part of the CRO, the DRO, and members of the GSA ERC in making such decisions, and members of the GSA ACB in making such decisions on appeals, will be filed with nomination forms.”

I.POL.8.8 Nomination forms will list the names of the CRO, DRO, members of the GSA ERC, and members of the GSA ACB.

I.POL.8.8.a Any changes to these names will be emailed to candidates who will have twenty-four (24) hours to file any objections with the GSA Speaker.

I.POL.9 Timeline

I.POL.9.1 Except as specified below, the CRO approves the timeline for elections with advice from the GSA ERC.

I.POL.9.2 “Elections consist of a nomination period, a campaign period, and a voting period” (Section I: Elections, GSA Bylaw, Elections, Section I.BYL.2.1).

I.POL.9.3 Nominations for the GSA General Election will open on or about 31 January.

I.POL.9.4 The nomination period will last at least fourteen (14) calendar days. The nomination period will end on a working day.

I.POL.9.5 Within twenty-four (24) hours after the close of the nomination period, the CRO will hold the All-Candidates Meeting as described, below.

I.POL.9.6 The campaign period will last at least seven (7) calendar days and will begin no earlier than the day following the All-Candidates Meeting.

I.POL.9.7 Voting:

I.POL.9.7.a Campaigning is permitted during the voting period,

I.POL.9.7.b The CRO will ensure that the voting period starts on a working day and lasts at least forty-eight (48) hours, and

I.POL.9.7.c Voting will be completed no later than 15 April, or the next working day.

I.POL.10 All-Candidates Meeting

I.POL.10.1 The CRO is responsible for organizing a meeting of all candidates running in an election to provide them with an overview of GSA Bylaw and Policy on elections.

I.POL.10.2 Failure by a candidate to attend the All-Candidates Meeting without adequate prior notification (defined as notice communicated electronically to the CRO at least one (1) hour in advance of the meeting) to the CRO is grounds for disqualification from the current election. If a candidate misses the All-Candidates Meeting due to unforeseen and exceptional circumstances, such as a last minute emergency, any consequences may be waived at the discretion of the CRO, following consultation with the GSA ERC. There is no appeal of these decisions.

I.POL.10.3 At the All-Candidates Meeting, the CRO will provide each candidate with all relevant GSA Bylaw and Policy on elections and on the GSA ACB, as well as information concerning campaigning.

I.POL.11 Campaigning

I.POL.11.1 “The campaign period will last at least seven (7) calendar days and will begin no earlier than the day following the All-Candidates Meeting” (Section I.POL.9.6, above).

- I.POL.11.2 No form of campaigning (verbal, electronic, and visual) will contain misinformation, slander, inappropriate, discriminatory content, or *ad hominem* attacks of individuals.
 - I.POL.11.3 Candidates will ensure all campaign plans, materials, and/or advertisements conform with all University of Alberta policies and regulations and all municipal, provincial, and federal laws.
 - I.POL.11.4 Candidates will campaign as individuals. Slates are not permitted.
 - I.POL.11.5 The CRO will approve campaign materials that are physically posted or circulated via email to personal contacts. The CRO will review such materials to ensure they comply with Sections I.POL.11.2 and I.POL.11.4, above, and any other relevant GSA Bylaw and Policy. The CRO is not responsible for reviewing the editorial content of such campaign materials (eg, grammar, punctuation).
 - I.POL.11.5.a Such campaign materials prepared in a language other than English will be accompanied by an English translation when submitted to the CRO for approval. The CRO is not responsible for the accuracy of translations.
 - I.POL.11.5.b The turnaround for approving campaign materials will be approximately one (1) working day.
 - I.POL.11.6 Candidates will only distribute campaign materials through email to their personal contacts. Candidates will not utilize moderated mailing lists.
 - I.POL.11.7 The CRO will be provided access to campaign materials posted or circulated on social media accounts or other online platforms, and reserves the right to penalize candidates for any breaches of GSA Bylaw and Policy.
 - I.POL.11.8 Candidates will get permission, where appropriate, to campaign in instructional spaces, such as classrooms and lecture halls. Candidates will not campaign in unsafe spaces that require proper safety equipment. The CRO will talk about safety issues, including campaigning in labs, at the All-Candidates Meeting.
 - I.POL.11.9 Candidates will only use SUBprint to print campaign materials.
 - I.POL.11.10 Candidates will not use the University or GSA logos on any physical or electronic campaign materials.
 - I.POL.11.11 Candidates will not accept gifts of money, gifts in kind, or equivalents.
 - I.POL.11.12 Candidates will be responsible for removing all campaign materials after voting has closed.
 - I.POL.11.13 Campaign Spending Limit
 - I.POL.11.13.a Candidates will be authorized to spend no more than \$150 on campaign material over the course of the election.
 - I.POL.11.13.b Candidates will report to the CRO all campaign-related expenses, and submit receipts (either electronically or in hard copy) no later than two (2) hours after the close of the voting period.
 - I.POL.11.13.c Exceeding the spending limit or failure to report campaign expenses and submit receipts constitute grounds for disqualification from the current election.
 - I.POL.11.13.d Campaign costs will not be reimbursed.
 - I.POL.11.14 Candidates are encouraged to ask the CRO before acting if they have any questions about GSA Bylaw and Policy on elections (including questions related to the development of campaign materials and the planning of campaign events), and to report any alleged breaches of GSA Bylaw or Policy on elections to the CRO, in accordance with the procedure outlined below.
- I.POL.12 Alleged Breaches**
- I.POL.12.1 Those with concerns about alleged breaches are encouraged to contact the CRO in a timely fashion. The CRO will advise on associated processes.

- I.POL.12.2 All alleged breaches of GSA Bylaw and Policy on elections, of interpretations issued by the CRO, or other applicable policies or laws must be reported to the CRO as soon as possible by filing a complaint.
- I.POL.12.3 Complaints
- I.POL.12.3.a While complaints may be brought forward at any point during the campaign period, individuals have twenty-four (24) hours after the release of provisional results to lodge a complaint with the CRO about an alleged breach of GSA Bylaw or Policy. Complaints lodged after this deadline will not be considered.
- I.POL.12.3.b To be considered by the CRO, in consultation with the GSA ERC, a complaint must include the following:
- I.POL.12.3.b.i The name of the person filing the complaint and their University email address,
- I.POL.12.3.b.ii The name of the candidate who allegedly committed a breach,
- I.POL.12.3.b.iii The section of GSA Bylaw and Policy on elections, interpretation issued by the CRO, or other applicable policies or laws that has allegedly been breached,
- I.POL.12.3.b.iv A description of what constitutes the alleged breach and associated evidence, and
- I.POL.12.3.b.v A list of the evidence submitted.
- I.POL.12.3.c Incomplete complaints will not be considered and complainants filing incomplete complaints will be notified as such.
- I.POL.12.3.d The CRO, in consultation with the GSA ERC, can dismiss a complaint if it is unfounded, frivolous, or vexatious.
- I.POL.12.3.e If a person provides information on an anonymous basis, that information and the request for anonymity will be assessed on a case-by-case basis.
- I.POL.12.4 Following the receipt of a complaint, the CRO will decide whether informal resolution should be attempted and, if so, contact the complainant and the candidate concerned.
- I.POL.12.4.a The goal of informal resolution is to arrive at countermeasures agreed upon by all parties.
- I.POL.12.5 Decision
- I.POL.12.5.a If informal resolution is rejected or is not successful, the CRO will email the candidate concerned with the details of the alleged breach, and request a written response, setting a deadline of at least eight (8) hours.
- I.POL.12.5.b Based on the complaint and the written response (or solely on the complaint if no written response was provided by the set deadline), the CRO will normally reach a decision on the complaint within seventy-two (72) hours. If more time is required to reach a decision, the CRO will consult with the GSA ERC regarding extensions.
- I.POL.12.5.c The CRO may impose the following penalties, or remedial actions:
- I.POL.12.5.c.i Verbal or written reprimands,
- I.POL.12.5.c.ii Reduction of spending limits,
- I.POL.12.5.c.iii Disqualification from the current election, and
- I.POL.12.5.c.iv Any other penalty or remedial action.
- I.POL.12.5.d All decisions will include:
- I.POL.12.5.d.i A summary of the alleged breach,
- I.POL.12.5.d.ii A list of parties to the complaint (unless anonymity was granted, see Section I.POL.12.3.e, above),

- I.POL.12.5.d.iii A summary of the reasons for the decision and the process by which it was reached,
- I.POL.12.5.d.iv A listing of all applicable GSA Bylaw and Policy and interpretations issued by the CRO, or other applicable policies or laws,
- I.POL.12.5.d.v The decided upon penalties, and/or remedial actions, and
- I.POL.12.5.d.vi The time limit for any appeal to be made.
- I.POL.12.6 Upon reaching a decision the CRO will email the decision to all parties, with a copy to the GSA ERC. The decision will then be posted on the GSA website.
- I.POL.12.7 Unless otherwise stated in GSA Bylaw or Policy on elections, decisions of the CRO are subject to appeal to the GSA ACB.
 - I.POL.12.7.a The CRO will advise the parties that they have twenty-four (24) hours from the time the CRO's email is deemed delivered for an emailed appeal to be received by the Chair of the GSA ACB.
- I.POL.12.8 Throughout this process, the CRO will consult, where reasonable, with the DRO, available member(s) of the GSA ERC, and the Executive Director (or delegate), concerning deadlines and other related matters.

I.POL.13 Voting

- I.POL.13.1 "All voting in the GSA General Election and by-elections will be done electronically, except in the event of a failure of the electronic system in use" (Section I: Elections, GSA Bylaw, Elections, Section I.BYL.4.1).
- I.POL.13.2 Candidates will be displayed in alphabetical order on a per-ballot basis.
- I.POL.13.3 "None of the Candidates" will be displayed following the list of candidates on a per ballot basis.
- I.POL.13.4 On ballots, voters will mark their choice of candidate(s) for each race. Voters may abstain by signing in to vote but then not voting in a particular race.
- I.POL.13.5 Ballots will be counted electronically according to the following procedures:
 - I.POL.13.5.a The number of votes for each candidate will be counted.
 - I.POL.13.5.b The candidate(s) with the highest number(s) of votes will be successful, in accord with the number of positions available. In a case where "None of the Candidates" received more votes than some of the other candidates, only candidate(s) receiving more votes than "None of the Candidates" will be considered successful.
 - I.POL.13.5.c In the event of a tied vote, the CRO will draw a name from a hat in the presence of two (2) neutral witnesses, and the name drawn from a hat will be the candidate that is eliminated.
- I.POL.13.6 Candidates who receive fewer votes than "None of the Candidates" in the GSA General Election cannot run for the same position in any related subsequent GSA Council by-elections (see below).

I.POL.14 Results

- I.POL.14.1 Upon completion of the ballot count, the CRO will announce provisional results. Results will be made official only when the GSA's process of dealing with alleged breaches of GSA Bylaw or Policy on elections and any appeals within that process are exhausted.
- I.POL.14.2 In the case where the electronic voting system fails and paper ballots were used, the paper ballots will be destroyed one (1) month following the release of the official results.

I.POL.15 Reporting

- I.POL.15.1 The CRO will draft a procedural report following each GSA General Election or by-election. This report will outline major decisions, processes, issues, and recommendations for the following year. This report will be provided to the next CRO and DRO, and the GSA ERC, the GSA Board, and GSA Council.

I.POL.16 Filling Vacancies Following the GSA General Election

- I.POL.16.1 In the event that a DEO position is not filled by the end of the GSA General Election (ie no candidates run for a position or “None of the Candidates” is elected), or if a position is vacated at any time prior to 1 December (or the next working day) a by-election will take place as soon as possible. The procedures governing this by-election will be the same as those governing regular elections, except the dates of nominations, campaigning, and voting periods will be determined by the CRO.
- I.POL.16.2 In the event that a DEO position is vacated after 1 December (or the next working day) and before the next GSA General Election, the GSA NoC will decide on procedures and then provide one (1) or more names to GSA Council for consideration. GSA Council will elect an individual to fill the position on an interim basis. If the matter is deemed urgent by the CRO, GSA Council can hold this election electronically.
- I.POL.16.3 In the event that any CAL positions are not filled by the end of the GSA General Election, or a CAL position is vacated prior to 1 December (or the next working day) GSA Council will be responsible for electing any remaining CALs. When electing any remaining CALs, GSA Council will aim to elect [GSA membersgraduate students](#) from as broad a range of disciplines as possible. The GSA NoC will decide on procedures and then provide one or more names to GSA Council for consideration, except that the GSA NoC may not waive advertising. Note that the legislated GSA NoC process specifies that all vacancies will be advertised at least twice in advance of the nomination deadline noted in the advertisement. If the matter is urgent, GSA Council can hold this election electronically.

GSA Policy: GSA Standing Committees, GSA Elections and Referenda Committee²¹**I.POL.17 Composition**

- I.POL.17.1 A total of six (6) ~~GSA graduate student~~ members, including at least one (1) Councillor elected by GSA Council, as voting members.
- I.POL.17.2 The CRO and Deputy Returning Officer (DRO) as non-voting members.
- I.POL.17.3 The Executive Director (ED) (or delegate) as a non-voting member.
- I.POL.17.4 Two (2) members from amongst the six (6) voting members of the GSA ERC will be elected by the GSA ERC to serve as Chair and Vice-Chair for the duration of their time on the GSA ERC or until they resign their positions. The election of the Chair and Vice-Chair of the GSA ERC will normally occur at the beginning of the fall term and the persons elected will be reported to GSA Council.

I.POL.18 Eligibility

- I.POL.18.1 Notwithstanding Section I.POL.17.2, above, all members of the GSA are eligible to serve on the GSA ERC unless they intend to run in the GSA General Election or by-election, serve as a Campaign Representative or volunteer in an upcoming referendum, or they have run in the previous GSA General Election or by-election or served as a Campaign Representative or volunteer in the last referendum. If standing for election to the GSA ERC, GSA ERC nominees agree not to campaign for or endorse any individual running in the GSA General Election or by-election, and not to serve as a Campaign Representative or volunteer in any referendum. GSA ERC members must also be neutral and impartial (ie having no immediate or vested interest in the outcome of GSA General Elections and referenda).
- I.POL.18.2 If a GSA ERC member intends to run in a GSA General Election or by-election, campaign in an upcoming referendum, campaign for or endorse any individual running in the GSA General Election or by-election, or serve as a Campaign Representative or volunteer in a referendum they will resign from the GSA ERC.

I.POL.19 Mandate

- I.POL.19.1 The GSA ERC will advise the CRO on all matters pertaining to the GSA General Election, by-elections, and referenda including but not limited to:
 - I.POL.19.1.a The advertising of the nomination period for any GSA General Election or by-elections, the registration period for any referenda, and voting periods for all GSA General Election, by-elections, and referenda,
 - I.POL.19.1.b Preparing nomination and registration forms in accordance with GSA Bylaw and Policy on elections and referenda,
 - I.POL.19.1.c The planning of any GSA General Election or by-election forums for [GSA members graduate students](#) to ask candidates questions,
 - I.POL.19.1.d Issuing interpretations of GSA Bylaw and Policy on elections and referenda to be shared equally amongst all candidates and Campaign Representatives during the course of a GSA General Election, by-election, or referendum, and
 - I.POL.19.1.e Receiving, managing, and ruling on alleged breaches of GSA Bylaw or Policy, in accordance with Section I: Elections, GSA Bylaw, Elections, Section I.POL.12 and Section J: Referenda, GSA Bylaw, Referenda, Section J.POL.13.
- I.POL.19.2 The GSA ERC will make recommendations to the CRO on:

²¹ Amended by the Annual General Meeting on 28 March 2011. Amended by GSA Council on 21 October 2013, 8 December 2014, and 15 October 2018. Editorial revisions made by the GSA Governance Committee on 3 April 2017.

- I.POL.19.2.a The approval of timelines for GSA Elections, by-elections, and referenda in accordance with GSA Bylaw and Policy on elections and referenda,
- I.POL.19.2.b The approval of nomination and registration forms in accordance with GSA Bylaw and Policy on elections and referenda,
- I.POL.19.2.c The approval of the electronic software or applications used to run GSA General Election, by-elections, and referenda in consultation with the ED (or delegate) and Financial Manager, and
- I.POL.19.2.d The approval of the format of the ballots for the GSA General Election, by-elections, and referenda.
- I.POL.19.3 At least one (1) month prior to the opening of nominations for the GSA General Election, the GSA ERC will meet to assist the CRO in the planning of election events.
- I.POL.19.4 The GSA ERC will review GSA Bylaw and Policy on elections and referenda annually and make any recommendations to GSA Council.
- I.POL.19.5 GSA ERC members are free to approach GSA Council with any concerns about how elections or referenda are being managed.
- I.POL.19.6 The GSA ERC strongly recommends to [GSA membersgraduate students](#) who are considering running for office that they participate in the GSA Nominating Committee (GSA NoC) Early Call for Talent and Training. It is the firm belief of the GSA ERC that training is needed in order for Directly-Elected Officers to carry out their duties effectively.
- I.POL.19.7 “In the case of a resignation or other vacancy (as determined by the GSA ERC) in the CRO or DRO positions during any GSA General Election, by-election, referendum, or any other associated election or referenda matter, the GSA NoC may take necessary action to fill the vacancy, including direct appointments, or appointments of former CROs, to ensure an Acting or Interim CRO and/or DRO is appointed” (Section E: Nominating, GSA Policy, GSA Standing Committees, GSA Nominating Committee, Section E.POL.7.5).

I.POL.20 Meetings

- I.POL.20.1 Quorum is four (4) voting members including either the Chair or the Vice-Chair.

Section J: Referenda

<p>Purpose and Scope: This bylaw and associated policy governs the operation of GSA referenda and the expected conduct of registered ‘Yes’ or ‘No’ campaigns therein</p>	
<p>Definitions</p>	<p>“Asker” is defined as a person acting on behalf of an external organization or a GSA membergraduate student who wishes to initiate a referendum</p> <p>“Campaign Representative” is defined as a GSA membergraduate student running either a ‘Yes’ campaign or a ‘No’ campaign</p> <p>“Campaigning” is defined as any form of promotion of a ‘Yes’ or ‘No’ campaign; this includes all verbal, electronic, and visual forms of communication</p> <p>“Deemed Delivered” is defined such that an email is deemed to have been delivered twenty-four (24) hours from the time it was sent</p> <p>“Moderated Mailing List” is defined as a list where the membership is compiled by a third-party and/or communications are sent to list owners for review and/or approval prior to circulation to subscribers</p> <p>“Provisional Results” are defined as results that are subject to appeal for twenty-four (24) hours from the time the provisional results are released and which may, in addition, be affected because of earlier complaints not yet resolved</p> <p>“Referendum Question” is defined as a clearly worded ‘Yes’ or ‘No’ question regarding any dedicated, on-going fee for a service, facility, or lobbying effort</p> <p>“Working Day” is defined as a day that the GSA office is open</p>
<p>Other Specifically Related Sections of GSA Governing Documents</p>	<p>GSA Bylaw and Policy, Section B: Members</p> <p>GSA Bylaw and Policy, Section D: GSA Officers</p> <p>GSA Bylaw and Policy, Section H: Performance, Conduct, Responsibilities, and Attendance, and the GSA Appeals and Complaints Board</p>

GSA Bylaw: Referenda²²

J.BYL.1 Guiding Principle

J.BYL.1.1 The fundamental principle underlying GSA referenda is that they are to be fair, respect the wishes of voters, and conducted in a manner that reflects the excellent, positive reputation of the GSA.

J.BYL.2 Initiation

J.BYL.2.1 A referendum on a clearly worded ‘Yes’ or ‘No’ question regarding any dedicated, on-going fee for a service, facility, or lobbying effort can be initiated by the GSA Board (GSAB) subject to a simple majority vote at any meeting of GSA Council. Normally a

²² Approved by GSA Council on 28 November 2013. Amended by GSA Council on 23 January 2017 and 15 October 2018.

referendum will be held in conjunction with the GSA General Election, unless a question is determined to be of an urgent nature by the GSAB.

J.BYL.2.2 The required steps for [a GSA member, or](#) a person acting on behalf of an external organization, ~~or a GSA member~~[graduate student](#) wishing to initiate a referendum will be outlined in GSA Policy on referenda.

J.BYL.2.3 Notwithstanding the process by which a referendum is initiated, a clearly worded referendum question will be developed in consultation with the Chief Returning Officer (CRO), the GSAB, and GSA Council. GSA Council will approve the holding of a referendum and the wording of a referendum question.

J.BYL.3 Referendum Timeline

J.BYL.3.1 Referenda questions will be submitted to GSA Council for approval no later than the first mailing for the November GSA Council meeting, unless a referendum is determined to be urgent by the GSAB as noted above.

J.BYL.3.2 Referenda will consist of a registration period, a campaign period, and a voting period.

J.BYL.3.3 The timeline for referenda will be set out in GSA Policy.

J.BYL.4 Registration of a 'Yes' or 'No' Campaign

J.BYL.4.1 The requirements for the registration forms of a 'Yes' or 'No' campaign will be set out in GSA Policy.

J.BYL.4.2 Only ~~currently registered GSA members, except associate members,~~[graduate students](#) can register a 'Yes' or 'No' campaign during a referendum.

J.BYL.4.3 Current Directly-Elected Officer(s) are not required to register a campaign in a referendum and may take positions.

J.BYL.5 Voting

J.BYL.5.1 All referenda voting will be done electronically, except in the event of a failure of the electronic system in use.

J.BYL.6 Campaign Restrictions

J.BYL.6.1 The CRO, Deputy Returning Officer, Speaker, Deputy Speaker, members of the GSA Nominating Committee, members of the GSA Appeals and Complaints Board, and members of the GSA Elections and Referenda Committee will remain neutral and not campaign for or endorse any 'Yes' or 'No' campaign whatsoever.

GSA Policy: Referenda²³**J.POL.7 General Principles and Rules of Conduct for Referenda**

- J.POL.7.1 “The fundamental principle underlying GSA referenda is that they are to be fair, respect the wishes of voters, and conducted in a manner that reflects the excellent, positive reputation of the GSA” (Section J: Referenda, GSA Bylaw, Referenda, Section J.BYL.1.1).
- J.POL.7.2 Campaign Representatives will abide by GSA Bylaw and Policy concerning referenda, and any other applicable policies or laws, and will ensure that campaign volunteers do the same. It is the responsibility of candidates to familiarize themselves with GSA Bylaw and Policy on referenda.
- J.POL.7.3 Campaign Representatives will treat the Chief Returning Officer (CRO), Deputy Returning Officer (DRO), members of the GSA Elections and Referenda Committee (GSA ERC), GSA Officers, management, staff, and fellow Campaign Representatives with respect.

J.POL.8 Initiating a Referendum

- J.POL.8.1 If an Asker wishes to initiate a referendum, they will contact the CRO.
- J.POL.8.2 The CRO will extend an invitation to present to the GSA Board (GSAB). The Asker must state how their organization or proposed referendum question relates to the GSA and/or [GSA membersgraduate students](#). The Asker will provide the GSAB with relevant documents such as a constitution, mission statement, vision statement, audited financial statements, etc.
- J.POL.8.2.a A clearly worded referendum question will address the following criteria (if applicable): description of any dedicated on-going fee, amount of fee, how long a fee will be collected, effective date (when a fee will start being collected), procedure for changing a fee, whether the fee can be rescinded, and an accountability mechanism for the money collected. The criteria above provided are non-exhaustive and additional criteria may be required to draft a clearly worded referendum question.
- J.POL.8.3 The CRO and Asker will work together to draft a referendum question, which will be subject to change after input from the GSAB and GSA Council.
- J.POL.8.4 Following the presentation to the GSAB by the Asker, the GSAB will either decide to extend the Asker an invitation to GSA Council to make a presentation (normally fifteen (15) minutes with an extension if GSA Council so desires, followed by questions from GSA Council), or, if the GSAB does not extend an invitation to GSA Council, the Asker can find a GSA Council member to place the matter on the GSA Council agenda as per the procedures governing GSA Council.
- J.POL.8.5 If the GSAB has invited the Asker to present at GSA Council, at that point the CRO and the Asker will work together to finalize the wording of the question (subject to change if GSA Council has concerns with the wording) and the Asker then presents to GSA Council.
- J.POL.8.6 GSA Council will vote whether to approve the holding of a referendum and the wording of the question.
- J.POL.8.7 If GSA Council approves the holding of a referendum and the wording of the question, a referendum is then held in accordance with GSA Bylaw and Policy on referenda.

²³ Approved by GSA Council on 21 October 2013. Amended by GSA Council on 20 July 2015, 23 January 2017, and 15 October 2018. Editorial revisions made by the GSA Governance Committee on 9 January 2014, 24 July 2015, and 10 August 2015.

- J.POL.8.8 The CRO will provide an electronic description or briefing of the background, purpose, and relevant details of any GSA Council approved referendum question prior to referendum voting. Normally this description will be posted on the GSA website.

J.POL.9 Registration Forms

- J.POL.9.1 Registration forms will be made available to [GSA members](#)~~graduate students~~ in hard copy at the GSA office. Exceptions may be made at the discretion of the CRO.
- J.POL.9.2 In order to register a campaign, a minimum of five (5) signatures from **GSA members** must be provided to the CRO before the end of the registration period, as well as the name and contact information of the Campaign Representative.
- J.POL.9.3 Written registration forms will be submitted to the GSA office to be reviewed and signed by the CRO in order to verify both completeness and that the registration form has been submitted on time. The original will be filed in the GSA office and one (1) copy provided to the Campaign Representative, normally electronically. If a registration form is incomplete or late, the CRO will not accept the registration form. Campaign Representatives cannot appeal this decision.
- J.POL.9.4 The following will be stated on registration forms for a 'Yes' or 'No' campaign for a referendum:
- "By signing registration forms, all Campaign Representatives acknowledge that they have read and agree to abide by GSA Bylaw and Policy on referenda, which is posted in full on the GSA website.
- By signing registration forms, Campaign Representatives also acknowledge that they have read and are aware of the terms of an appeal within the GSA of any decisions on alleged breaches of GSA Bylaw and Policy, including the fact that the CRO, with advice from the GSA ERC, receives, manages, and rules on complaints regarding alleged breaches of GSA Bylaw and Policy and that the GSA Appeals and Complaints Board (GSA ACB) decides on any appeals. Any concerns with potential bias on the part of the CRO, DRO, and members of the GSA ERC in making such decisions, and members of the GSA ACB in making decisions on appeals will be filed with registration forms."
- J.POL.9.5 Registration forms will list the names of the CRO, DRO, members of the GSA ERC, and members of the GSA ACB will be updated each year on the registration forms.
- J.POL.9.5.a Any changes to these names will be emailed to candidates who will have twenty-four (24) hours to file any objections with the GSA Speaker.

J.POL.10 Timeline

- J.POL.10.1 Except as specified below, the CRO approves the timeline for a referendum, with advice from the GSA ERC.
- J.POL.10.2 "Referenda will consist of a registration period, a campaign period, and a voting period" (Section J: Referenda, GSA Bylaw, Referenda, Section J.BYL.3.2).
- J.POL.10.3 The registration period will last at least fourteen (14) calendar days and only a 'Yes' or 'No' campaign can be registered. The registration period will end on a working day. In the event that no registrations are received the referendum will proceed regardless.
- J.POL.10.4 Within twenty-four (24) hours after the close of the registration period, the CRO will hold the Meeting of the Campaign Representatives as described below.
- J.POL.10.5 The campaign period will last at least seven (7) calendar days and will begin no earlier than the day following the Meeting of the Campaign Representatives.
- J.POL.10.6 Voting:
- J.POL.10.6.a Campaigning is permitted during the voting period and

- J.POL.10.6.b The CRO will ensure that the voting period starts on a working day and lasts at least forty-eight (48) hours.

J.POL.11 Meeting of the Campaign Representatives

- J.POL.11.1 The CRO is responsible for organizing a meeting with all Campaign Representatives to provide an overview of GSA Bylaw and Policy on referenda.
- J.POL.11.2 Failure to attend the Meeting of the Campaign Representatives by a Campaign Representative (or delegate) without adequate prior notification to the CRO is grounds for disqualification of their campaign. 'Adequate prior notification' is defined as notice communicated electronically to the CRO at least one (1) hour in advance of the meeting. If a Campaign Representative (or delegate) this meeting due to unforeseen and exceptional circumstances, such as a last-minute emergency, any consequences may be waived at the discretion of the CRO, following consultation with the GSA ERC. There is no appeal of these decisions.
- J.POL.11.3 At the Meeting of the Campaign Representatives the CRO will provide Campaign Representatives with all relevant GSA Bylaw and Policy on referenda and on the GSA ACB, as well as information concerning campaigning.

J.POL.12 Campaigning

- J.POL.12.1 "The campaign period will last at least seven (7) calendar days and will begin no earlier than the day following the Meeting of the Campaign Representatives" (Section J.POL.10.5, above).
- J.POL.12.2 No form of campaigning (verbal, electronic, and visual) will contain misinformation, slander, inappropriate, discriminatory content, or *ad hominem* attacks of individuals.
- J.POL.12.3 Campaign Representatives will ensure all campaign plans, materials, and/or advertisements conform with all University of Alberta policies and regulations and all municipal, provincial, and federal laws
- J.POL.12.4 The CRO will approve campaign materials that are physically posted or circulated via email to personal contacts. The CRO will review such materials to ensure they comply with Section J.POL.12.2, above, and any other relevant GSA Bylaw and Policy. The CRO is not responsible for reviewing the editorial content of such campaign materials (eg, grammar, punctuation).
- J.POL.12.4.a Such campaign materials prepared in a language other than English will be accompanied by an English translation when submitted to the CRO for approval. The CRO is not responsible for the accuracy of translations.
- J.POL.12.4.b The turnaround for approving campaign materials will be approximately one (1) working day.
- J.POL.12.5 Campaign Representatives will only distribute campaign materials through emails to their personal contacts. Campaign Representatives will not utilize moderated mailing lists.
- J.POL.12.6 The CRO will be provided access to campaign materials posted or circulated on social media accounts or other online platforms, and reserves the right to penalize candidates for any breaches of GSA Bylaw and Policy.
- J.POL.12.7 Campaign Representatives will get permission, where appropriate, to campaign in instructional spaces, such as classrooms and lecture halls. Campaign Representatives will not campaign in unsafe spaces that require proper safety equipment. The CRO will talk about safety issues, including campaigning in labs, at the Meeting of the Campaign Representatives.
- J.POL.12.8 Campaign Representatives will only use SUBprint to print campaign materials.
- J.POL.12.9 Campaign Representatives will not use the University or GSA logos on campaign materials.

- J.POL.12.10 Campaign Representatives will not accept gifts of money, gifts in kind, or equivalents.
- J.POL.12.11 Campaign Representatives will be responsible for removing all campaign materials after voting has closed.
- J.POL.12.12 Campaign Spending Limit
 - J.POL.12.12.a Campaign Representatives will be authorized to spend no more than \$150 on campaign material over the course of a referendum.
 - J.POL.12.12.b Campaign Representatives will report to the CRO all campaign-related expenses, and submit receipts (either electronically or in hard copy) no later than two (2) hours after the close of the voting period.
 - J.POL.12.12.c Exceeding the spending limit or failure to report campaign expenses and submit receipts constitutes grounds for disqualification for the campaign.
 - J.POL.12.12.d Campaign costs will not be reimbursed.
- J.POL.12.13 Campaign Representatives are encouraged to ask the CRO before acting if they have any questions about particular GSA Bylaw or Policy on referenda (including questions related to the development of campaign materials and the planning of campaign events), and to report any breaches of GSA Bylaw or Policy on referenda to the CRO, in accordance with the procedure outlined below.

J.POL.13 Chief Returning Officer's Decision on Penalties, Remedial Action, and Referrals

- J.POL.13.1 Those with concerns about alleged breaches are encouraged to contact the CRO in a timely fashion. The CRO will advise on associated processes.
- J.POL.13.2 All alleged breaches of GSA Bylaw and Policy on referenda, of interpretations issued by the CRO, or other applicable policies or laws must be reported to the CRO as soon as possible by filing a complaint.
- J.POL.13.3 Complaints
 - J.POL.13.3.a While complaints may be brought forward at any point during the campaign period, individuals have twenty-four (24) hours after the release of provisional results to lodge a complaint with the CRO about an alleged breach of GSA Bylaw or Policy. Complaints lodged after this deadline will not be considered.
 - J.POL.13.3.b To be considered by the CRO, in consultation with the GSA ERC, a complaint must include the following:
 - J.POL.13.3.b.i The name of the person filing the complaint and their University email address,
 - J.POL.13.3.b.ii The name of the Campaign Representative who allegedly committed a breach,
 - J.POL.13.3.b.iii The section of GSA Bylaw and Policy on referenda, interpretation issued by the CRO, or other applicable policies or laws that has allegedly been breached
 - J.POL.13.3.b.iv A description of what constitutes the alleged breach and associated evidence, and
 - J.POL.13.3.b.v A list of the evidence submitted.
 - J.POL.13.3.c Incomplete complaints will not be considered and complainants filing incomplete complaints will be notified as such.
 - J.POL.13.3.d The CRO, in consultation with the GSA ERC, can dismiss a complaint if it is unfounded, frivolous, or vexatious.
 - J.POL.13.3.e If a person provides information on an anonymous basis, that information and the request for anonymity will be assessed on a case-by-case basis.

- J.POL.13.4 Following the receipt of a complaint, the CRO will decide whether informal resolution should be attempted and, if so, contact the complainant and the Campaign Representative concerned.
- J.POL.13.4.a The goal of informal resolution is to arrive at countermeasures agreed upon by all parties.
- J.POL.13.5 Decision
- J.POL.13.5.a If informal resolution is rejected or is not successful, the CRO will email the Campaign Representative concerned with the details of the alleged breach, and request a written response, setting a deadline of at least eight (8) hours.
- J.POL.13.5.b Based on the complaint and the written response (or solely on the complaint if no written response was provided by the set deadline), the CRO will normally reach a decision on the complaint within seventy-two (72) hours. If more time is required to reach a decision, the CRO will consult with the GSA ERC regarding extensions.
- J.POL.13.5.c The CRO may impose the following penalties, or remedial actions:
- J.POL.13.5.c.i Verbal or written reprimands,
- J.POL.13.5.c.ii Reduction of spending limits,
- J.POL.13.5.c.iii Disqualification of the campaign from the current referendum, and
- J.POL.13.5.c.iv Any other penalty or remedial action.
- J.POL.13.5.d All decisions will include:
- J.POL.13.5.d.i A summary of the alleged breach,
- J.POL.13.5.d.ii A list of parties to the complaint (unless anonymity was granted, see above),
- J.POL.13.5.d.iii A summary of the reasons for the decision and the process by which it was reached,
- J.POL.13.5.d.iv A listing of all applicable GSA Bylaw and Policy and interpretations issued by the CRO, or other applicable policies or laws,
- J.POL.13.5.d.v The decided upon penalties, and/or remedial actions, and
- J.POL.13.5.d.vi The time limit for any appeal to be made.
- J.POL.13.6 Upon reaching a decision the CRO will email the decision to all parties, with a copy to the GSA ERC. The decision will then be posted on the GSA website.
- J.POL.13.7 Unless otherwise stated in GSA Bylaw and Policy on referenda, decisions of the CRO are subject to appeal to the GSA ACB.
- J.POL.13.7.a The CRO will advise the parties that they have twenty-four (24) hours from the time the CRO's email is deemed delivered for an emailed appeal to be received by the Chair of the GSA ACB.
- J.POL.13.8 Throughout this process, the CRO will consult, where reasonable, with the DRO, available member(s) of the GSA ERC, and the Executive Director (or delegate), concerning deadlines and other related matters.

J.POL.14 Voting

- J.POL.14.1 "All referenda voting will be done electronically, except in the event of a failure of the electronic system in use" (Section J: Referenda, GSA Bylaw, Referenda, Section J.BYL.5.1).
- J.POL.14.2 In the event of a tie vote, GSA Council will decide whether to re-run a referendum.

J.POL.15 Results

- J.POL.15.1 Upon completion of the ballot count, the CRO will announce the provisional results. Results will be made official only when the GSA's process of dealing with alleged

breaches of GSA Bylaw and Policy on referenda and any appeals within that process are exhausted.

- J.POL.15.2 In the case where the electronic voting system fails and paper ballots were used, the paper ballots will be destroyed one (1) month following the release of the official results.

J.POL.16 Reporting

- J.POL.16.1 The CRO will draft a procedural report following each referendum. This report will outline major decisions, a summary of discussions and consultations with the GSA ERC, processes, issues, and recommendations for any future referendum. This report will be provided to the next CRO and DRO, the GSA ERC, the GSAB, and GSA Council.

Section K: Finances

Purpose and Scope: This bylaw and associated policies govern the GSA's finances, outline the principles and procedures governing the GSA budget, and govern the composition and mandate of the GSA Budget and Finance Committee	
Definitions	<p>"Budget" is defined as a financial report containing estimates of income and expenses</p> <p>"Fiscal Year" is defined as the period 1 April to 31 March of the following year</p> <p>"Variance" is defined as the difference between the budgeted amount and the actual expense incurred</p>
Other Specifically Related Sections of GSA Governing Documents	<p>GSA Bylaw and Policy, Section B: Members</p> <p>GSA Bylaw and Policy, Section D: GSA Officers</p> <p>GSA Bylaw and Policy, Section L: Legal Defence Fund</p> <p>GSA Bylaw and Policy, Section M: GSA Health and Dental Plan</p> <p>GSA Board Policy, Section 6, External Grants</p>

GSA Bylaw: Finances²⁴**K.BYL.1 Budget**

- K.BYL.1.1 The Executive Director (or delegate), Accountant, Financial Manager, and the President, in consultation with the GSA Board (GSAB) and GSA Budget and Finance Committee (GSA BFC), will draft an annual budget as part of a three (3) year rolling budget and business plan, to be reviewed by the GSA BFC no later than the GSA BFC's last meeting in the February prior to the April in which the annual budget will take effect. The GSA BFC will advise and recommend to GSA Council via the GSAB on the annual budget. The GSAB will forward the GSA BFC's recommendation with its own recommendation to GSA Council.
- K.BYL.1.2 GSA Council will receive a recommendation on the annual operating and capital budgets, together with a recommended three (3) year budget and business plan, no later than its March regular meeting.

²⁴ Approved by GSA Council on 24 February 2011. Amended by GSA Council on 18 July 2016.

GSA Policy: Budget Principles and Procedures²⁵

K.POL.2 Principles

- K.POL.2.1 In planning and managing its budget, the GSA will be guided by the following principles:
- K.POL.2.1.a Be open and transparent, encouraging comprehensive input and consultation from both the GSA Board (GSAB) and the GSA Budget and Finance Committee (GSA BFC),
 - K.POL.2.1.b Take into account the GSA’s vision, mission, and mandate, which are based largely on the GSA’s duties as set out in the *Post-Secondary Learning Act (PSLA)*, and be guided by the GSA Board Strategic Work Plan,
 - K.POL.2.1.c Ensure the long-term viability and robust health of a fees-driven organization that delivers a range of services,
 - K.POL.2.1.d Establish a Financial Stabilization Fund to cover a period of operating costs as recommended by the GSA Auditor and regularly reviewed by GSA BFC, the GSAB, and GSA Council, as well as other funds related to the operation of the GSA, including a [GSA Legal Defence Fund \(GSA LDF\)](#) and a [GSA Health and Dental Plan Reserve Fund](#), among others. Any investment income earned by these funds will be returned to these funds.
 - K.POL.2.1.e Facilitate long-term planning by developing a three (3) year rolling budget and business plan for revenue and expenditure,
 - K.POL.2.1.f Enable provision of the key financials, budget projections, information notes, and any other documentation required by GSA Council, the GSAB, the GSA BFC, or the GSA’s Auditor,
 - K.POL.2.1.g Require reporting of re-allocation of resources,
 - K.POL.2.1.h Support resource accountability,
 - K.POL.2.1.i Delegate budget decisions to the level at which operational decisions are made, and
 - K.POL.2.1.j Propose to GSA Council a budget that represents all aspects of the GSA’s operations.

K.POL.3 Procedures

- K.POL.3.1 The annual operating and capital budgets (both restricted and unrestricted) will be organized into broad budget divisions which are presented to the GSA BFC, the GSAB, and GSA Council in the fall, winter, and spring/summer terms reports and in the annual three (3) year rolling budget and business plan.
- K.POL.3.2 Budget Divisions and Budget Lines Within Divisions
- K.POL.3.2.a Except for the Operating/Contingency Fund, each division will have a number of distinct budget lines accompanied by a summary description of each budget line and its use.
 - K.POL.3.2.b Budget lines that embrace contractual funds cannot be changed unilaterally.
- K.POL.3.3 Reallocation and Variance Within a Division After the Budget is Approved
- K.POL.3.3.a Reallocations and variances are calculated for both revenue and expenses. Reallocations and variances against the original budget are reported regularly (at least three (3) times per year) to the GSA BFC, the GSAB, and GSA Council. Unspent funds at year-end are rolled over, except that unspent funds for legal consultation are placed in the [GSA LDF](#).

²⁵ Approved by GSA Council on 22 August 2011. Amended by GSA Council on 11 February 2013, 18 July 2016, 20 November 2017, and 16 July 2018. Editorial revisions made by the GSA Governance Committee on 4 February 2014 (Chair and Vice-Chair under delegated authority from the GSA Governance Committee), 23 October 2014 (Chair and Vice-Chair under delegated authority from the GSA Governance Committee), 16 January 2015, and 8 December 2017 (Chair and Vice-Chair under delegated authority from the GSA Governance Committee).

- K.POL.3.3.b During the fiscal year, within the Advocacy and Governance divisions, all requests for reallocation must be recommended by the GSA BFC to the GSAB, which may approve the reallocation.
- K.POL.3.4 Budget and Expenditure Reporting
- K.POL.3.4.a The Accountant and Financial Manager will regularly (in the fall, winter, and spring/summer terms) prepare a Budget and Expenditure Report which will first be submitted to the Executive Director (ED) (or delegate), then the GSA President and then to the GSA BFC, the GSAB, and to GSA Council for information. These reports will be organized by budget divisions and lines, and present the following information: current budget; actual year-to-date expenditure, forecast to the year end, total forecast, balance remaining, percent remaining, informative comments on any variance or approved reallocations, and comments on significant comparisons from previous years. All such reports will be compliant with Alberta's *Personal Information Protection Act* and other applicable laws.
- K.POL.3.5 Audit
- K.POL.3.5.a Following the GSA fiscal year end, the Accountant and the Financial Manager, in consultation with the ED (or delegate), will arrange for an audit of the GSA's financial records by an accredited auditor as required by the *PSLA*. Audited financial statements are normally due ninety (90) days after the GSA's fiscal year-end. Audited financial statements will be submitted by the Auditor to the President and ED (or delegate); then to the GSA BFC for information; then to the GSAB for approval; then to GSA Council for information and onward transmission to the University of Alberta Board of Governors. The Accountant and the Financial Manager will prepare draft financial statements and the year-end working papers.
- K.POL.3.6 Funding
- K.POL.3.6.a Unsolicited, significant offers of funding, whether from the University or an external organization, and the associated conditions attached to such offers, will be advised upon by the GSA BFC, who will make a recommendation to the GSAB.
- K.POL.3.6.b If a significant GSA funding need is identified, the GSA BFC will advise and make a recommendation to the GSAB prior to any funding proposal being submitted.
- K.POL.3.6.c Use of any provided funding will align with the GSA Board Strategic Work Plan.
- K.POL.3.7 Signing Authority
- K.POL.3.7.a Financial documents requiring signature, including but not limited to cheques and investment instructions, require two (2) signatures: either any two (2) Directly-Elected Officers (DEOs), or any one (1) DEO and one (1) Director.
- K.POL.3.7.b The President, at least two (2) Vice-Presidents, and at least two (2) Directors, renewed annually, will each as individuals have authority as signing officers for the GSA.
- K.POL.3.7.c Wherever possible, it is preferable for the signatories to be the President and the ED (or delegate).
- K.POL.3.8 Business Travel
- K.POL.3.8.a The GSAB approves all estimated expenses related to business travel for external relations and advocacy purposes. Such travel will be reported to GSA Council.
- K.POL.3.8.b With respect to allowable business travel expenses, University regulations as specified in University of Alberta Policies and Procedures Online, will be observed. The purchase of alcohol is not an allowable business travel expense.
- K.POL.3.8.c All allowable estimated expenses associated with business travel must be pre-approved by the President, in consultation with the ED (or delegate) and the Financial Manager, to ensure that they fit within the GSA Council approved budget

and align with the GSA Board Strategic Work Plan before being considered for approval.

- K.POL.3.8.d Approved, allowable business travel expense claims must be submitted to the Financial Manager and include receipts and details about the expense incurred.
- K.POL.3.8.e Summaries of all actual business travel expenses will be received for information by the GSAB, reported to GSA Council, and posted on the GSA website.
- K.POL.3.9 External and University Relations and Advocacy
 - K.POL.3.9.a Non-travel related estimated expenses associated with external and University relations and advocacy (such as hosting expenses, etc) must be discussed with the President, the ED (or delegate), and the Financial Manager to ensure that they fit within the GSA Council approved budget and align with the GSA Board Strategic Work Plan. The purchase of alcohol is not an allowable expense.
 - K.POL.3.9.b Non-travel related expense claims associated with external and University relations and advocacy by DEOs or staff must be submitted to the Financial Manager and include receipts and details about the expense incurred. Expenses will be reported to the GSA BFC, the GSAB, and GSA Council in the regularly prepared Budget and Expenditure Reports.

GSA Policy: GSA Standing Committees, GSA Budget and Finance Committee²⁶

K.POL.4 Composition

- K.POL.4.1 The President as Chair.
- K.POL.4.2 The Vice-President Labour (VPL) as Vice-Chair.
- K.POL.4.3 One (1) Councillor elected by GSA Council as a voting member.
- K.POL.4.4 Two (2) ~~GSA graduate student~~ members elected by GSA Council as voting members.
- K.POL.4.5 The Executive Director (ED) (or delegate), Financial Manager, and Accountant as non-voting members.

K.POL.5 Mandate

- K.POL.5.1 The overall mandate of the GSA BFC is to advise on the financial affairs of the GSA (including the long-term planning and priorities of the GSA in light of its strategic goals) and on the provision of the long-term financial health of the organization.
- K.POL.5.2 The GSA BFC will review and advise on the annual three (3) year rolling budget and business plan.
- K.POL.5.3 The GSA BFC will make recommendations to GSA Council on the annual operating and capital budgets.
- K.POL.5.4 The GSA BFC will receive information and advice from the GSA Auditor with respect to any information and recommendations the Auditor wishes to present.
- K.POL.5.5 The GSA BFC will advise the President and ED (or delegate) with respect to any surpluses at the fiscal year end, in accordance with other relevant sections of GSA Bylaw and Policy.
- K.POL.5.6 The GSA BFC will review the investment portfolio and advise the President and ED (or delegate) on long-term investment strategies.
- K.POL.5.7 The GSA BFC will receive for information and forward to the GSA Board (GSAB) reports on expenses and revenues in the fall, winter, and spring/summer terms; these reports will

²⁶ Amended by GSA Council on 26 September 2011, 18 July 2016, and 20 November 2017. Editorial revisions made by the GSA Governance Committee on 23 October 2014 (Chair and Vice-Chair under delegated authority from the GSA Governance Committee) and 3 April 2017.

present comparative information from previous years in a way that shows, in transparent fashion, the percent of the annual budget spent to date, by budget division.

K.POL.5.8 The GSA BFC will review proposals from the GSAB concerning draw downs of the GSA Health and Dental Plan Reserve Fund ([GSA](#) HDPRF).

K.POL.5.8.a As stated in Section M: GSA Health and Dental Plan, GSA Policy, GSA Health and Dental Plan and GSA Health and Dental Plan Reserve Fund, Section M.POL.11.2.c, “to draw down the [GSA](#) HDPRF, the GSAB must provide to the GSA BFC information regarding the proposed use of the [GSA](#) HDPRF, including the anticipated amounts to be drawn down from the [GSA](#) HDPRF and a rolling plan regarding the [GSA](#) HDPRF.”

K.POL.5.8.b As stated in Section M: GSA Health and Dental Plan, GSA Policy, GSA Health and Dental Plan and GSA Health and Dental Plan Reserve Fund, Section M.POL.11.2.c.i, “if the GSA BFC finds that the proposal is financially sound, it will present the proposal and the financial implications to GSA Council for approval.”

K.POL.5.8.c As stated in Section M: GSA Health and Dental Plan, GSA Policy, GSA Health and Dental Plan and GSA Health and Dental Plan Reserve Fund, Section M.POL.11.2.c.ii, “if the GSA BFC finds that the proposal is financially unsound, it will report its findings to the GSAB for reconsideration.”

K.POL.5.9 The GSA BFC will review GSA Bylaw and Policy on finances annually and make any recommendations to GSA Council.

K.POL.5.9.a Members of the GSA BFC are expected, by GSA Council, to rise above any local/departmental views or issues and take into account the needs of the GSA as a whole.

K.POL.6 Meetings

K.POL.6.1 Quorum is three (3) voting members including either the Chair or Vice-Chair.

Section L: GSA Legal Defence Fund

Purpose and Scope: This bylaw and associated policy govern the GSA's Legal Defence Fund, including the administration of and access to the [GSA](#) Legal Defence Fund

Definitions

None

Other Specifically Related Sections of GSA Governing Documents

GSA Bylaw and Policy, Section K: Finances

GSA Bylaw: [GSA](#) Legal Defence Fund²⁷**L.BYL.1 General**

L.BYL.1.1 The administration of the [GSA](#) Legal Defence Fund ([GSA](#) LDF) will be governed by GSA Policy (see Section L: [GSA](#) Legal Defence Fund, GSA Policy, [GSA](#) Legal Defence Fund).

L.BYL.2 Purpose of the [GSA](#) Legal Defence Fund

L.BYL.2.1 The purpose of the [GSA](#) LDF is to provide the GSA with the necessary resources to pay legal costs under the circumstances defined in GSA Policy.

L.BYL.2.2 The [GSA](#) LDF may not be used to pay legal costs involved in settling disputes between [GSA](#) members.

L.BYL.2.3 The [GSA](#) LDF may not be used to pay legal costs for opposing parties, except costs as awarded by the courts, for legal actions involving the GSA.

L.BYL.2.4 The [GSA](#) LDF may not be used to pay any judgements rendered against the GSA.

²⁷ Approved by GSA Council on 16 July 2001. Amended by GSA Council on 20 November 2017.

GSA Policy: [GSA Legal Defence Fund](#)²⁸**L.POL.3 Administration of the [GSA Legal Defence Fund](#)**

- L.POL.3.1 To ensure prudent financial management the GSA Board (GSAB), GSA Budget and Finance Committee (GSA BFC), and GSA Council will regularly review the [GSA Legal Defence Fund](#) ([GSA LDF](#)) in conjunction with review of the GSA's audited financial statements.
- L.POL.3.2 The [GSA LDF](#) is restricted funding and will be kept separate from the GSA operating budget.
- L.POL.3.3 Any investment income earned by the [GSA LDF](#) will be returned to the [GSA LDF](#).

L.POL.4 Access to the [GSA Legal Defence Fund](#)

- L.POL.4.1 The [GSA LDF](#) may be accessed under the following circumstances:
 - L.POL.4.1.a The [GSA LDF](#) may be accessed to defend the GSA in actions brought forward by other parties. Upon ascertaining that the GSA's insurance will not cover the action, and consultation with legal counsel, the GSAB may make a recommendation to the GSA BFC to access the [GSA LDF](#).
 - L.POL.4.1.b The [GSA LDF](#) may be accessed for action against other parties by the GSA. In cases where the GSAB feels that it has a legal basis and an obligation to uphold the rights of the GSA, the GSAB may investigate the possibility of legal action. Upon consultation with legal counsel, if the legal opinion is that there are grounds for action, the GSAB may make a recommendation to the GSA BFC requesting access to the [GSA LDF](#).
 - L.POL.4.1.c The [GSA LDF](#) may be accessed in cases where the GSAB feels that a case before the courts has the potential to set precedent that could impact [graduate students and/or the GSA](#) and wishes to assert intervener status. Upon consultation with legal counsel, the GSAB may make a recommendation to the GSA BFC requesting access to the [GSA LDF](#).
- L.POL.4.2 In making a recommendation to access the [GSA LDF](#), the GSAB must provide to the GSA BFC information regarding the proposed use of the [GSA LDF](#), including the estimated amounts to be drawn down from the [GSA LDF](#).
- L.POL.4.3 The GSA BFC will review the recommendation in a timely manner and make its decision based on GSA Policy on the [GSA LDF](#). If the GSA BFC determines accessing the [GSA LDF](#) is warranted, it will then make a recommendation to GSA Council regarding the use of the [GSA LDF](#).
- L.POL.4.4 GSA Council must approve the use of funds from the [GSA LDF](#).
- L.POL.4.5 In all cases, the GSA will work with its legal counsel to handle cases in the most expeditious and least costly way, and the usage of [GSA LDF](#) funds will be reported to the GSAB, the GSA BFC, and GSA Council.

²⁸ Approved by GSA Council on 16 July 2001. Amended by GSA Council on 20 November 2017.

Section M: GSA Health and Dental Plan

Purpose and Scope: These bylaws and associated policy govern the administration of the GSA Health and Dental Plan and the GSA Health and Dental Plan Reserve Fund	
Definitions	<p>“Fiscal Year” is defined as the period 1 April to 31 March of the following year</p> <p>“Plan” is defined as the GSA Health and Dental Plan</p> <p>“Plan Fee(s)” is defined as the amount of money paid by enrolled GSA members for the Plan</p>
Other Specifically Related Sections of GSA Governing Documents	<p>GSA Bylaw and Policy, Section B: Members</p> <p>GSA Bylaw and Policy, Section K: Finances</p>

GSA Bylaw: GSA Health and Dental Plan²⁹

M.BYL.1 General

- M.BYL.1.1 The GSA will have a “GSA Health and Dental Plan,” as determined by the GSA membership in a referendum of 2003 to be its group Health and Dental Plan.
- M.BYL.1.2 The GSA will have a legal agreement between the GSA and the current provider of the GSA Health and Dental Plan regarding implementation of the Plan.
- M.BYL.1.3 The administration of the GSA Health and Dental Plan will be governed by GSA Policy (see Section M: GSA Health and Dental Plan, GSA Policy, GSA Health and Dental Plan and GSA Health and Dental Plan Reserve Fund).

²⁹ Amended by GSA Council on 11 July 2005 and 17 November 2014.

GSA Bylaw: GSA Health and Dental Plan Reserve Fund³⁰

M.BYL.2 General

M.BYL.2.1 The administration of the [GSA](#) Health and Dental Plan Reserve Fund ([GSA](#) HDPRF) will be governed by GSA Policy (see Section M: GSA Health and Dental Plan, GSA Policy, GSA Health and Dental Plan and GSA Health and Dental Plan Reserve Fund).

M.BYL.3 Purpose of the [GSA](#) Health and Dental Plan Reserve Fund

M.BYL.3.1 The [GSA](#) HDPRF is meant to ensure that all Plan fees paid by [GSA membersgraduate students](#) are going towards health and dental coverage. For example, the [GSA](#) HDPRF may be used to:

M.BYL.3.1.a Lessen Plan fee increases from one (1) year to another, acting as a buffer,

M.BYL.3.1.b Expand services or coverage with no or reduced Plan fee increases, or

M.BYL.3.1.c Provide other services, or financial adjustments to the Plan and its associated costs.

M.BYL.3.2 The [GSA](#) HDPRF may only be used for Plan purposes.

³⁰ Amended by GSA Council on 25 July 2011 and 17 November 2014.

GSA Policy: GSA Health and Dental Plan and GSA Health and Dental Plan Reserve Fund³¹**M.POL.4 Plan Availability**

- M.POL.4.1 The Plan is available to **members** included in Section B: Members, GSA Bylaw, Members, Section B.BYL.1.a and B.BYL.1.1.b who are **GSA members** as of September and January of each year that the Plan is in effect and to their spouses and dependents.

M.POL.5 Implementation Dates

- M.POL.5.1 The GSA will implement the Plan effective 1 September and 1 January of each year, in accordance with GSA Bylaw.

M.POL.6 Fees

- M.POL.6.1 The amount of the Plan fee includes both Plan premiums and administrative overhead. The Plan fee may include an amount for the replenishment of the Health and Dental Plan Reserve Fund (see below).
- M.POL.6.2 Plan fees will be collected through the University's regular student fee payment mechanism in September and January of each year that the Plan is in effect.
- M.POL.6.3 Plan fees will be non-refundable except where a **GSA member** qualifies to opt-out of the Plan (see below).

M.POL.7 Opt-Out Provisions

- M.POL.7.1 **GSA members** enrolled in the Plan may opt-out of the Plan where they have comparable or better insurance coverage from some other source, demonstrated through provision of documentation as required by the administrator of the Plan, to the administrator of the Plan during the opt-out period.

M.POL.8 Opt-In Provisions

- M.POL.8.1 **GSA members** covered by the Plan may add spouses/partners and/or dependent children to the Plan by paying additional Plan fees during the opt-in period.
- M.POL.8.2 The additional Plan fee charged to add a partner/spouse or one dependent child to the Plan will be no more than the Plan fee for an individual [GSA membergraduate student](#). The additional Plan fee charged to add any number of additional financial dependents will be no more than the Plan fee for an individual [GSA membergraduate student](#).

M.POL.9 Oversight by GSA Board

- M.POL.9.1 The GSA Board (GSAB) is mandated to oversee the implementation, administration, and performance of the GSA Health and Dental Plan, and to make recommendations to GSA Council regarding the Plan.

M.POL.10 Increases in Fees

- M.POL.10.1 GSA Council, on the recommendation of the GSAB, must approve any increase in the Plan fee or modification of coverage. Any increase in the Plan fee exceeding 15% of the previous year's Plan fee must also be put to a referendum.

M.POL.11 GSA Health and Dental Plan Reserve Fund

- M.POL.11.1 Administration of the GSA Health and Dental Plan Reserve Fund ([GSA HDPRF](#))
- M.POL.11.1.a To ensure prudent financial management the GSAB and GSA Budget and Finance Committee (GSA BFC) will regularly review the [GSA HDPRF](#) in conjunction with review of the GSA's Budget and Expenditure Reports.

³¹ Amended by the Annual General Meeting on 28 March 2011. Amended by GSA Council on 11 July 2005, 16 October 2006, 25 July 2011, and 17 November 2014. Section moved to GSA Policy from GSA Bylaw by GSA Council on 17 November 2014. Editorial revisions made by the GSA Governance Committee on 27 March 2015 (Chair and Vice-Chair under delegated authority from the GSA Governance Committee).

- M.POL.11.1.b All surpluses from Plan fees must be transferred into the [GSA](#) HDPRF at the end of the fiscal year.
 - M.POL.11.1.c The [GSA](#) HDPRF is restricted funding and will be kept separate from the GSA operating budget.
 - M.POL.11.1.d Any interest earned by the [GSA](#) HDPRF will be returned to the [GSA](#) HDPRF.
 - M.POL.11.1.e Notwithstanding M.POL.11.1.b, above, the [GSA](#) HDPRF may be replenished through the collection of fees in excess of the cost of the Plan upon the recommendation of GSA Council and on the recommendation of the GSAB and the GSA BFC.
- M.POL.11.2 Access to the [GSA](#) HDPRF
- M.POL.11.2.a A draw down of the [GSA](#) HDPRF can only be proposed once the total Plan fees collected are less than the cost of the Plan.
 - M.POL.11.2.b The [GSA](#) HDPRF may not be overdrawn.
 - M.POL.11.2.c To draw down the [GSA](#) HDPRF, the GSAB must provide to the GSA BFC information regarding the proposed use of the HDPRF, including the anticipated amounts to be drawn down from the [GSA](#) HDPRF and a rolling plan regarding the [GSA](#) HDPRF.
 - M.POL.11.2.c.i If the GSA BFC finds that the proposal is financially sound, it will present the proposal and the financial implications to GSA Council for approval.
 - M.POL.11.2.c.ii If the GSA BFC finds that the proposal is financially unsound, it will report its findings to the GSAB for reconsideration.
 - M.POL.11.2.d GSA Council must approve any proposals prior to use of [GSA](#) HDPRF funds.

Section N: GSA Graduate Student Groups

Purpose and Scope: This bylaw and associated policy govern procedures related to the registration requirements and privileges of student groups that register as GSA Graduate Student Groups through Student Group Services	
Definitions	None
Other Specifically Related Sections of GSA Governing Documents	GSA Bylaw and Policy, Section D: GSA Officers GSA Bylaw and Policy, Section O: GSA Recognition Awards GSA Bylaw and Policy, Section P: GSA Grants and Bursaries

GSA Bylaw: GSA Graduate Student Groups³²**N.BYL.1 General**

- N.BYL.1.1 A GSA Graduate Student Group will be defined as such when registered with the GSA, with registration authority to the Office of the Dean of Students.
- N.BYL.1.2 The GSA, the University of Alberta Office of the Dean of Students, and Student Group Services are jointly responsible for the administration and oversight of such groups as per GSA Bylaw.
- N.BYL.1.3 GSA Graduate Student Groups will be governed by GSA Policy (see Section N: GSA Graduate Student Groups, GSA Policy, GSA Graduate Student Groups).

³² Approved by GSA Council on 17 January 2011. Editorial changes made by the GSA Governance Committee 4 February 2014 (Chair and Vice-Chair under delegated authority from the GSA Governance Committee). Amended by GSA Council on 19 November 2018.

GSA Policy: GSA Graduate Student Groups³³**N.POL.2 Eligibility**

- N.POL.2.1 In order to register with the GSA, a graduate student group must:
- N.POL.2.1.a Be registered annually as a student group with the University of Alberta, through Student Group Services, and comply with all relevant policies and procedures in University of Alberta Policies and Procedures Online, and GSA Bylaw and Policy,
 - N.POL.2.1.b Be non-commercial and exist for the purpose of organizing academically-related or professional development activities, as opposed to social functions or recreational activities,
 - N.POL.2.1.c Have an executive committee comprised of at least 3/4 graduate students, and,
 - N.POL.2.1.d Have a total membership of at least 2/3 graduate students.
- N.POL.2.2 The GSA reserves the right to suspend a GSA Graduate Student Group's registration, and all rights and privileges associated with such registration, and reserves the right to audit any GSA Graduate Student Group.

N.POL.3 Privileges

- N.POL.3.1 Only groups registered with the GSA may use the GSA's name or derivatives of that name.
- N.POL.3.2 Only groups that are registered with the GSA are eligible to apply for the GSA Graduate Student Group Grant and the GSA Graduate Student Group Award. For more information about the eligibility criteria, see Section O: GSA Recognition Awards, GSA Policy: GSA Recognition Awards and Adjudication Criteria and Section P: GSA Grants and Bursaries, GSA Policy: GSA Grant Application Policy and Information.

³³ Section moved to GSA Policy from GSA Bylaw by GSA Council on 19 November 2018. Amended by GSA Council on 19 November 2018.

Section O: GSA Recognition Awards

Purpose and Scope: These policies outline GSA Recognition Awards and govern associated adjudication criteria and processes, and governs the composition and mandate of the GSA Awards Selection Committee	
Definitions	None
Other Specifically Related Sections of GSA Governing Documents	GSA Board Policy, Section 2, Graduate Citizenship Award and GSA Recognition Awards: Application/Nomination and Adjudication Processes

GSA Policy: GSA Recognition Awards and Adjudication Criteria³⁴**O.POL.1 General**[2]

- O.POL.1.1 There is no maximum number of GSA Recognition Awards graduate students can apply for each year, but they must meet the application eligibility requirements for the award, and each award applied for must have a complete application package.
- O.POL.1.2 An individual can be nominated or self-nominated for the same GSA Recognition Award only once each year. The first nomination received will be the one adjudicated.
- O.POL.1.3 Current Directly-Elected Officers and members of the GSA Awards Selection Committee (GSA ASC) are not eligible to apply for GSA Recognition Awards.
- O.POL.1.4 Graduate students can receive no more than one (1) GSA Recognition Award each year.
- O.POL.1.5 A GSA Graduate Student Group or graduate student can receive the same GSA Recognition Award no more than two (2) times.

O.POL.2 GSA Recognition Awards

- O.POL.2.1 Academic Staff Award
 - O.POL.2.1.a The purpose of this award is to recognize a member of the Association of Academic Staff, University of Alberta (AASUA) whose work with and for **graduate students** has been of exceptionally high quality. Any member of AASUA is eligible for this award. The nominee must have been a member of AASUA when their contribution was made. Self-nominations are not accepted. Group nominations are not accepted.
 - O.POL.2.1.b The Academic Staff Award will be adjudicated on the basis of three (3) criteria: excellence in support of **graduate student** teaching and/or research; contribution to **graduate student** professional development; and overall commitment to the success of **graduate students** in their programs. Each criterion will be ranked on a scale of 1-5 (5 being high) and then added to determine the total rank for the nominee.
 - O.POL.2.1.c One (1) or more Certificate(s) of Distinction may be conferred annually.
- O.POL.2.2 Non-Academic Staff Award
 - O.POL.2.2.a The purpose of this award is to recognize a member of the Non-Academic Staff Association (NASA) of the University of Alberta for their exceptional performance and/or service to **graduate students**. Any member of NASA is eligible for this award. The nominee must have been a member of NASA when their contribution was made. Self-nominations are not accepted. Group nominations are not accepted.

³⁴ Amended by GSA Council on 21 October 2013, 17 November 2014, 23 November 2015, and 20 November 2017. Editorial revisions made by the GSA Governance Committee on 9 August 2013, 16 January 2015, and 22 August 2016. Amended by GSA Council on 18 June 2018.

- O.POL.2.2.b The Non-Academic Staff Award will be adjudicated on the basis of two (2) criteria: excellence in support of **graduate student** teaching and/or research leadership in collaboration with **graduate students**; and overall commitment to the success of **graduate students** in their programs. Each criterion will be ranked on a scale of 1-5 (5 being high) and then added to determine the total rank for the nominee.
- O.POL.2.2.c One (1) or more Certificate(s) of Distinction may be conferred annually.
- O.POL.2.3 Graduate Student Supervisor Awards
- O.POL.2.3.a The purpose of these awards is to recognize those faculty members who excel in the supervision of **graduate students**. The nominee must be the current supervisor of a current **graduate student(s)**. Holding a Tri-Council grant is not a requirement for this award. Self-nominations are not accepted. Group nominations are not accepted.
- O.POL.2.3.b The Graduate Student Supervisor Awards will be adjudicated on the basis of four (4) criteria: excellence in mentoring and supervision; leadership amongst their peers in engaging **graduate students**; contribution to **graduate student** professional development; and overall commitment to the success of **graduate students** in their programs. Each criterion will be ranked on a scale of 1-5 (5 being high) and then added to determine the total rank for the nominee.
- O.POL.2.3.c One (1) or more Certificate(s) of Distinction may be conferred annually to a supervisor in each of the Tri-Council areas of the Social Sciences and Humanities (SSHRC), Natural Sciences and Engineering (NSERC), and Health Sciences (CIHR).
- O.POL.2.4 Graduate Student Service Awards
- O.POL.2.4.a The purpose of these awards is to recognize the endeavours of **GSA members graduate students** (either working individually or with a University student group) in service to other members of the University and/or wider community. Only the activities undertaken during a **GSA member's graduate student's** current program ~~(as a graduate student of the University of Alberta)~~ will be considered.
- O.POL.2.4.b The Graduate Student Service Awards recognize excellence of contribution to the community in a general framework of service. They will be adjudicated on the basis of three (3) criteria: duration, length, and breadth of community service and/or outreach activities; leadership in community involvement; and significance/impact of community work and/or leadership in non-academic community engagement. Each criterion will be ranked on a scale of 1-5 (5 being high) and then added to determine the total rank for the nominee.
- O.POL.2.4.c Four (4) Graduate Student Service Awards valued at \$1,000 each may be conferred annually. These awards are funded by the Graduate Student Support Fund (GSSF).
- O.POL.2.5 Graduate Student Principal Instructor Teaching Awards
- O.POL.2.5.a The purpose of these awards is to recognize **GSA members serving as graduate student** instructors who are especially skilled and dedicated ~~teachers~~. Any **Ggraduate Teaching Assistantstudent** Principal Instructor at the University of Alberta is eligible for these awards. Only University of Alberta courses that were taught as a Principal Instructor during a **GSA member's graduate student's** current academic program ~~(as a graduate student of the University of Alberta)~~ will be considered.
- O.POL.2.5.b The Graduate Student Principal Instructor Teaching Award will be adjudicated on the basis of three (3) criteria: quality of teaching evaluations; effort to build a constructive rapport with students; and evidence of dedication to teaching and students. Each criterion will be ranked on a scale of 1-5 (5 being high) and then added to determine the total rank for the nominee.

- O.POL.2.5.c Three (3) Graduate Student Principal Instructor Teaching Awards valued at \$1,000 each may be conferred annually. These awards are funded by the GSSF.
- O.POL.2.6 Martha Piper Awards
- O.POL.2.6.a The Martha Piper Awards were established in 1997 to commemorate the significant contribution Dr. Martha Piper made to the research community at the University of Alberta. The purpose of these awards is to recognize research communication excellence at the graduate level. Only research communication activities undertaken during a [GSA member graduate student's](#) current academic program ~~(as a [GSA member graduate student of the University of Alberta](#))~~ will be considered.
- O.POL.2.6.b The Martha Piper Awards will be adjudicated on the basis of four (4) criteria: quality of research or creative activity; conference participation record (exhibition, performance, or equivalent) during current program; publication record (or record of original artistic works produced (eg, plays, compositions)) during current program; and overall contribution to the University of Alberta's research or creative community. Each criterion will be ranked on a scale of 1-5 (5 being high) and then added to determine the total rank for the nominee.
- O.POL.2.6.c Three (3) awards valued at \$500 each may be conferred annually. These awards are funded by the GSSF.
- O.POL.2.7 TD Insurance Meloche Monnex (TDIMM) Award for Outstanding GSA Student Service
- O.POL.2.7.a The purpose of this award is to recognize outstanding [graduate](#) student service. The terms of reference and criteria for adjudication of this scholarship are determined in consultation with TDIMM.
- O.POL.2.7.b The TDIMM Award for Outstanding GSA Student Service is adjudicated on the basis of three (3) criteria: excellence of service to [graduate students](#) and the University community; leadership in service to [graduate students](#) and the University community; and contribution to [graduate students](#), the University, and to the greater Edmonton and Alberta community. Each criterion will be ranked on a scale of 1-5 (5 being high) and then added to determine the total rank for the nominee.
- O.POL.2.7.c One (1) award valued at \$500 may be conferred annually. Funding for this award has been donated for a fixed term.
- O.POL.2.8 Graduate Student Teaching Assistant Awards
- O.POL.2.8.a The purpose of these awards is to recognize Graduate Teaching Assistants (GTAs) who are especially skilled and dedicated teaching assistants at the University of Alberta. Only GTA appointments held for University of Alberta courses during a [GSA member's graduate student's](#) current academic program ~~(as a [graduate student of the University of Alberta](#))~~ will be considered.
- O.POL.2.8.b The Graduate Student Teaching Assistant Awards will be adjudicated on the basis of three (3) criteria: quality of teaching evaluations; effort to build a constructive rapport with students; and evidence of dedication to teaching and students. Each criterion will be ranked on a scale of 1-5 (5 being high) and then added to determine the total rank for the nominee.
- O.POL.2.8.c Seven (7) awards valued at \$500 each may be conferred annually. These awards are funded by the GSSF.
- O.POL.2.9 Graduate Student Research Assistant Awards
- O.POL.2.9.a The purpose of these awards is to recognize [GSA members graduate students](#) who have demonstrated innovation, versatility, and value as Graduate Research Assistants (GRAs) at the University of Alberta. Only GRA appointments held during

- a ~~GSA membergraduate student~~'s current academic program (~~as a graduate student of the University of Alberta~~) will be considered.
- O.POL.2.9.b The Graduate Student Research Assistant Awards will be adjudicated on the basis of three (3) criteria: excellence of contribution to the conducted research; leadership in innovation and versatility within research; and overall contribution to the University research community. Each criterion will be ranked on a scale of 1-5 (5 being high) and then added to determine the total rank for the nominee.
- O.POL.2.9.c Seven (7) awards valued at \$500 each may be conferred annually. These awards are funded by the GSSF.
- O.POL.2.10 Graduate Student Rising Star Awards
- O.POL.2.10.a The purpose of these awards is to recognize ~~GSA membersgraduate students~~ who show exceptional promise at the outset of their program. These ~~GSA membersgraduate students~~ will have the ability to serve as role models to fellow ~~graduate students~~ through their vision, determination, and academic contributions. Nominees must be ~~GSA membersgraduate students~~ in the first year or year and a half of their ~~current academicgraduate~~ program ~~at the University of Alberta~~.
- O.POL.2.10.b The Graduate Student Rising Star Awards will be adjudicated on the basis of four (4) criteria: excellence in teaching and scholarly or creative activities; leadership in teaching and research; overall contribution to the University community; and quality as a ~~graduate student~~ role model. Each criterion will be ranked on a scale of 1-5 (5 being high) and then added to determine the total rank for the nominee.
- O.POL.2.10.c Three (3) awards valued at \$500 each may be conferred annually. These awards are funded by the GSSF.
- O.POL.2.11 International Graduate Student Award
- O.POL.2.11.a The purpose of this award is to recognize ~~GSA membersgraduate students~~ who have come from another country to the University of Alberta, and who exemplify excellence in contribution to the University of Alberta and the community in teaching, research, and service. Nominees must be current international ~~graduate students~~ at the University of Alberta.
- O.POL.2.11.b The International Graduate Student Award will be adjudicated on the basis of three (3) criteria: excellence in teaching; contribution to research; and leadership in University and community involvement. Each criterion will be ranked on a scale of 1-5 (5 being high) and then added to determine the total rank for the nominee.
- O.POL.2.11.c One (1) award valued at \$500 may be conferred annually. This award is funded by the GSSF.
- O.POL.2.12 GSA Graduate Student Group Award
- O.POL.2.12.a The purpose of this award is to recognize the important role of GSA Graduate Student Groups in ~~graduate student~~ life. Any registered GSA Graduate Student Group is eligible for this award. Only the activities of the registered GSA Student Group for the last twelve (12) months at the University of Alberta will be considered.
- O.POL.2.12.b The GSA Graduate Student Group Award will be adjudicated on the basis of two (2) criteria: advocacy on behalf of ~~graduate student~~ members and promotion of ~~graduate student~~ engagement through academic activities. Each criterion will be ranked on a scale of 1-5 (5 being high) and then added to determine the total rank for the nominee.
- O.POL.2.12.c One (1) award valued at \$500 may be conferred annually. This award is funded by the GSSF.

GSA Policy: GSA Standing Committees, GSA Awards Selection Committee³⁵**O.POL.3 Composition**

- O.POL.3.1 The Vice-President External (VPE), as Chair.
- O.POL.3.2 The Vice-President Labour (VPL) as Vice-Chair.
- O.POL.3.3 A minimum of eight (8) and up to twelve (12) [GSAgraduate student](#) members elected by GSA Council as voting members. The GSA ASC Chair, in consultation with the GSA ASC Vice-Chair and the Chair of the GSA Nominating Committee, can decide to increase the number of [GSAgraduate student](#) members on the GSA ASC.

O.POL.4 Eligibility

- O.POL.4.1 No member of the GSA ASC is eligible to apply for GSA Recognition Awards.
- O.POL.4.2 Members of the GSA ASC may apply for the Government of Alberta Graduate Citizenship Award but may not be involved in the adjudication of that award.
- O.POL.4.3 In accordance with Section H: Performance, Conduct, Responsibilities, and Attendance, and the GSA Appeals and Complaints Board, GSA Policy, Performance and Conduct, Conflict of Interest, and Conflict of Commitment, committee members who are in a conflict of interest must disclose that interest at the time of adjudication on the score sheet, and refrain from scoring that particular application. This includes applications from family, close friends, partners, and fellow [graduate students](#) from the same department.

O.POL.5 Mandate

- O.POL.5.1 The GSA ASC is responsible for selecting the recipients of the GSA Council approved GSA Recognition Awards and the Alberta Graduate Citizenship Award. Additionally:
 - O.POL.5.1.a The GSA ASC will be consulted concerning any proposed changes to the number, selection criteria, names, and value of GSA Recognition Awards.
- O.POL.5.2 The GSA ASC may decide not to give out an award in a particular category if a qualified candidate is not identified.
- O.POL.5.3 The GSA ASC will adjudicate all applications solely on the merits of the application.
- O.POL.5.4 The GSA ASC Chair will report the list of the recipients of the awards to GSA Council for information as soon as possible after the recipients are selected.

O.POL.6 Meetings

- O.POL.6.1 Quorum is five (5) voting members including either the Chair or Vice-Chair.

³⁵ Amended by GSA Council on 21 October 2013. Editorial revisions made by the GSA Governance Committee on 3 April 2017.

Section P: GSA Grants and Bursaries^[3]

Purpose and Scope: This policy governs eligibility for GSA Grants and Emergency Bursaries and procedures related to applications	
Definitions	<p>“Fiscal Year” is defined as the period 1 April to 31 March of the following year</p> <p>“Working Day” is defined as a day that the GSA office is open</p>
Other Specifically Related Sections of GSA Governing Documents	<p>GSA Bylaw and Policy, Section B: Members</p> <p>GSA Bylaw and Policy, Section N: GSA Graduate Student Groups</p>

GSA Policy: GSA Grant and Bursary Application Policy and Information³⁶**P.POL.1 GSA Academic Travel Grants****P.POL.1.1 Sponsor/Purpose**

- P.POL.1.1.a The Graduate Student Support Fund (GSSF) is a benefit to all graduate students, provided by the GSA through negotiations of the Collective Agreement (CA) covering graduate student assistantships. The GSA Academic Travel Grant (GSA ATG), provided through the GSSF, helps offset the cost of participation in academic activities such as conferences and research trips that are directly related to their current academic programs.

P.POL.1.2 Eligibility Criteria

- P.POL.1.2.a Must be a member of the GSA as per Section B: Members, GSA Bylaw, Members, Section B.BYL.1.a and B.BYL.1.1.b.
- P.POL.1.2.b The grant must be used to offset the cost of participation in academic activities such as conferences and research trips that are directly related to their current academic programs with confirmation by either the Supervisor or designate (for thesis-based students) or the Advisor or Department Chair or designate (for course-based students) supporting the academic event.
- P.POL.1.2.c The grant can be used to offset the cost of participation in both local opportunities and those necessitating long distance travel.

P.POL.1.3 Application Information

- P.POL.1.3.a GSA ATGs are offered on a first-come, first-serve basis.
- P.POL.1.3.b The GSA will offer grants until allocated funding is expended in the specified period (ie 1 April – 30 June; 1 July – 30 September; 1 October – 31 December; 1 January – 31 March).

³⁶ Approved by GSA Council on 16 May 2011. Amended by GSA Council on 10 December 2012, 24 February 2014, 18 January 2016, 22 February 2016, 20 March 2017, and 18 June 2018. Editorial revisions made by the GSA Governance Committee on 9 January 2014, 21 January 2014 (Chair and Vice-Chair under delegated authority from the GSA Governance Committee), 26 June 2014 (Chair and Vice-Chair under delegated authority from the GSA Governance Committee), 4 November 2014 (Chair and Vice-Chair under delegated authority from the GSA Governance Committee), 27 February 2015, 22 August 2016, 12 February 2018 and 27 March 2018, and 25 October 2018.

- P.POL.1.3.c If all available funds have been expended in the specified period, no additional applications will be accepted during that period.
- P.POL.1.3.d GSA ATG applications can only be submitted no more than six (6) weeks before the academic event (as determined from the date the application is received). Applications received after the academic event has occurred will not be eligible.
- P.POL.1.3.e Applicants are responsible for the completeness and accuracy of their application packages.
- P.POL.1.4 Applying for a GSA ATG
 - P.POL.1.4.a Applications must be completed online through the GSA website.
- P.POL.1.5 Allocation Policy
 - P.POL.1.5.a There is no limit to the number of GSA ATG applications an individual can submit during their degree program. There is a maximum of one (1) GSA ATG for each specified academic activity.
 - P.POL.1.5.b A Master's student will be awarded up to a maximum of \$500 during their degree program.
 - P.POL.1.5.c A Doctoral student will be awarded up to a maximum of \$1,000 during their degree program, up to a maximum of \$500 in a fiscal year.
 - P.POL.1.5.d Applicants will be awarded their shortfall up to a maximum of \$500.
 - P.POL.1.5.e GSA ATGs will be awarded only for allowable expenses, using the University's regulations on allowable expenses as a guideline (University of Alberta Policies and Procedures Online (UAPPOL), Travel Expense Procedure and Travel Expense Procedure Appendix A, Schedule of Allowable Travel Expenses), except for hosting expenses, which are not eligible. In cases of dispute, the Vice-President Student Services (VPSS) (or delegate) will decide on allowable expenses.
- P.POL.1.6 Appeals Policy
 - P.POL.1.6.a Any appeals of denied applications must be received by the GSA within ten (10) working days.
 - P.POL.1.6.b Appeals must state the grounds for the appeal in writing.
 - P.POL.1.6.c Appeals will be reviewed at arms' length by the VPSS (or delegate) and two (2) GSA Councillors (including Speaker and Chief Returning Officer (CRO)) selected by the President (or other Directly-Elected Officer (DEO) if there is a conflict of interest). All decisions are final and binding. Appeal decisions will normally be made within twenty (20) working days.
- P.POL.1.7 Budget Allocation Policy
 - P.POL.1.7.a Funds will normally be distributed as follows:
 - P.POL.1.7.a.i 5% of the total annual GSA ATG budget will be held back as contingency funding and
 - P.POL.1.7.a.ii Of the total annual GSA ATG budget, 1/4 will be allocated in the 1 April – 30 June period; 1/4 in the 1 July – 30 September period; 1/4 in the 1 October – 31 December period; and 1/4 in the 1 January – 31 March period.
 - P.POL.1.7.a.iii If the funds have not been completely expended near the end of the fiscal year, a decision will be made by the GSA Board (GSAB) on the best way to expend the funds.
- P.POL.1.8 Office Procedures
 - P.POL.1.8.a Applications will be reviewed by the GSA office for eligibility and completeness using the following checklist:

- P.POL.1.8.a.i The application information is complete and required documentation has been submitted or confirmed,
- P.POL.1.8.a.ii The applicant has confirmed they are a member of the GSA as per Section B: Members, GSA Bylaw, Members, Section B.BYL.1.a and B.BYL.1.1.b,
- P.POL.1.8.a.iii There are sufficient funds available in the GSA ATG budget in the specified period that the application is received, and
- P.POL.1.8.a.iv All other applicable criteria have been met.
- P.POL.1.8.b Applicants who are ineligible or whose application is incomplete will be contacted by email to provide an opportunity to attempt to resolve the issue.
- P.POL.1.8.c All applications will be reviewed by the VPSS (or delegate).
- P.POL.1.8.d Applicants will be notified by the GSA by email once processing has been completed and a decision has been made.
- P.POL.1.9 Interpretation of GSA ATG Policy
 - P.POL.1.9.a The GSAB will be consulted about any concerns and questions raised by the GSA office about interpretation of GSA ATG Policy. The GSAB’s decision is final and binding.
- P.POL.1.10 Changes to GSA ATG Policy
 - P.POL.1.10.a GSA ATG Policy is subject to GSA Council approval and cannot be changed without GSA Council’s approval, excluding editorial revisions/clarifications.

P.POL.2 GSA Child Care Grants

- P.POL.2.1 Sponsor/Purpose
 - P.POL.2.1.a The GSSF is a benefit to all graduate students, provided by the GSA through negotiations of the CA covering graduate student assistantships. The GSA Child Care Grant (GSA CCG), provided through the GSSF, helps offset the cost of child care for graduate students at the University of Alberta.
- P.POL.2.2 Eligibility Criteria
 - P.POL.2.2.a Must be a member of the GSA as per Section B: Members, GSA Bylaw, Members, Section B.BYL.1.a and B.BYL.1.1.b.
 - P.POL.2.2.b Eligible children include:
 - P.POL.2.2.b.i Dependent children up to, and including, twelve (12) years of age and
 - P.POL.2.2.b.ii Dependent children with special needs up to, and including, eighteen (18) years of age.
 - P.POL.2.2.c Total gross household income cannot exceed the cut-offs listed below. Applicants paying their own tuition fees may deduct these fees from the total income:

Household Size (Adults + Children)	Low Income Measure [Cut-Off] (2016) ³⁷
2	\$36,000
3	\$44,000
4	\$51,000
5	\$57,000
6	\$63,000

³⁷ Data from Statistics Canada, 2016 (figures rounded to the nearest \$1,000).

- P.POL.2.3 Application Information
 - P.POL.2.3.a GSA CCGs are offered on a first-come, first-serve basis.
 - P.POL.2.3.b The GSA will offer grants until allocated funding is expended in the specified period (ie 1 April – 30 June; 1 July – 30 September; 1 October – 31 December; 1 January – 31 March).
 - P.POL.2.3.c If all available funds have been expended in the specified period, no additional applications will be accepted during that period.
 - P.POL.2.3.d Applicants are responsible for the completeness and accuracy of their application.
- P.POL.2.4 Applying for a GSA CCG
 - P.POL.2.4.a Applications must be completed online through the GSA website.
- P.POL.2.5 Allocation Policy
 - P.POL.2.5.a There is no limit to the number of GSA CCG applications an individual can submit during their degree program.
 - P.POL.2.5.b Eligible applicants may apply for one (1) GSA CCG per child in each fiscal year and the GSA CCG will be a maximum of \$1,000 per child per graduate student in each fiscal year.
- P.POL.2.6 Appeals Policy
 - P.POL.2.6.a Any appeals of denied applications must be received by the GSA within ten (10) working days.
 - P.POL.2.6.b Appeals must state the grounds for the appeal in writing.
 - P.POL.2.6.c Appeals will be reviewed at arms’ length by the VPSS (or delegate) and two (2) GSA Councillors (including Speaker and CRO) selected by the President (or other DEO if there is a conflict of interest). All decisions are final and binding. Appeal decisions will normally be made within twenty (20) working days.
- P.POL.2.7 Budget Allocation Policy
 - P.POL.2.7.a Funds will normally be distributed as follows:
 - P.POL.2.7.a.i 5% of the total annual GSA CCG budget will be held back as contingency funding and
 - P.POL.2.7.a.ii Of the total annual GSA CCG budget, 1/4 will be allocated in the 1 April – 30 June period; 1/4 in the 1 July – 30 September period; 1/4 in the 1 October – 31 December period; and 1/4 in the 1 January – 31 March period.
 - P.POL.2.7.a.iii If the funds have not been completely expended near the end of the fiscal year, a decision will be made by the GSAB on the best way to expend the funds.
- P.POL.2.8 Office Procedures
 - P.POL.2.8.a Applications will be reviewed by the GSA office for eligibility and completeness using the following checklist:
 - P.POL.2.8.a.i The application form is complete and required documentation has been submitted or confirmed,
 - P.POL.2.8.a.ii The applicant has confirmed they are a current member of the GSA as per Section B: Members, GSA Bylaw, Members, Section B.BYL.1.a and B.BYL.1.1.b,
 - P.POL.2.8.a.iii There are sufficient funds available in the GSA CCG budget in the specified period that the application is received, and

- P.POL.2.8.a.iv All other applicable criteria have been met.
- P.POL.2.8.b Applicants who are ineligible or whose application is incomplete will be contacted by email to provide an opportunity to attempt to resolve the issue.
- P.POL.2.8.c All applications will be reviewed by the VPSS (or delegate).
- P.POL.2.8.d Applicants will be notified by the GSA by email once processing has been completed and a decision has been made.
- P.POL.2.9 Interpretation of GSA CCG Policy
 - P.POL.2.9.a The GSAB will be consulted about any concerns and questions raised by the GSA office about interpretation of GSA CCG Policy. The GSAB's decision is final and binding.
- P.POL.2.10 Changes to GSA CCG Policy
 - P.POL.2.10.a GSA CCG Policy is subject to GSA Council approval and cannot be changed without GSA Council's approval, excluding editorial revisions/clarifications.
- P.POL.3 GSA Graduate Student Group Grants**
 - P.POL.3.1 Sponsor/Purpose
 - P.POL.3.1.a The GSA Graduate Student Group Grant (GSA GSGG) is provided by the GSA to support the academic activities of graduate student groups by offering modest start-up funds for the formation of new GSA Graduate Student Groups and providing funding to offset the costs of seminars, guest lecturers, colloquia, or other academic events.
 - P.POL.3.2 Eligibility Criteria
 - P.POL.3.2.a Must be registered as a GSA group through Student Group Services (SGS).
 - P.POL.3.2.b Requires confirmation of the Department Chair (or delegate) or the University Administrator of the non-departmental unit the group is affiliated with attesting that the event for which the funding is requested is academic in nature and that they support the event.
 - P.POL.3.2.c Requires confirmation of the Department Chair (or delegate) or the University Administrator of the non-departmental unit the group is affiliated with attesting that the new GSA Graduate Student Groups for which start-up funding is requested is academic in nature.
 - P.POL.3.3 Application Information
 - P.POL.3.3.a GSA GSGGs are offered on a first-come, first-serve basis.
 - P.POL.3.3.b The GSA will offer awards (both start-up funds and event funding) until allocated funding is expended in the specified period (ie 1 April – 30 June; 1 July – 30 September; 1 October – 31 December; 1 January – 31 March).
 - P.POL.3.3.c If all available funds have been expended in the specified period, no additional applications will be accepted during that period.
 - P.POL.3.3.d GSA GSGG applications for event funding can be submitted at any point in the funding period (specified above) in which their event will take place, provided they are submitted before the event (as determined from the date the application is received). Applications received after the event has occurred will not be eligible.
 - P.POL.3.3.e A GSA Graduate Student Group may apply for start-up funds at any point during any of the periods specified above, provided funds remain.
 - P.POL.3.3.f The GSA Graduate Student Group is responsible for the completeness of their application.
 - P.POL.3.4 Applying for a GSA GSGG
 - P.POL.3.4.a Applications must be completed online through the GSA website.

P.POL.3.5 Allocation Policy

- P.POL.3.5.a GSA Graduate Student Groups are only eligible to receive start-up funds once; funds will be allocated to a maximum of \$250.
- P.POL.3.5.b There is no limit to the number of GSA GSGG applications for events that can be submitted within the fiscal year but a maximum of one (1) application may be submitted per event.
- P.POL.3.5.c Funding for events will be allocated at 100% of shortfall up to a maximum of \$1,500 per fiscal year.
- P.POL.3.5.d In the event that multiple GSA GSGG applications are received and insufficient funds remain for the specified period, the award will be given to a GSA Graduate Student Group that has not recently received a GSA GSGG.
- P.POL.3.5.e GSA GSGG event applications will be awarded only for allowable expenses, using the University's regulations on allowable expenses as a guideline (UAPPOL, Hospitality, Working Sessions/Meetings and University Employee Functions Procedure). In cases of dispute, the VPSS (or delegate) will decide on allowable expenses.

P.POL.3.6 Appeals Policy

- P.POL.3.6.a Any appeals of denied applications must be received by the GSA within ten (10) working days.
- P.POL.3.6.b Appeals must state the grounds for the appeal in writing.
- P.POL.3.6.c Appeals will be reviewed at arms' length by the VPSS (or delegate) and two GSA Councillors (including Speaker and CRO) selected by the President (or other DEO if there is a conflict of interest). All decisions are final and binding. Appeal decisions will normally be made within twenty (20) working days.

P.POL.3.7 Budget Allocation Policy

- P.POL.3.7.a Funds will normally be distributed as follows:
 - P.POL.3.7.a.i 5% of the total annual GSA GSGG budget will be held back as contingency funding and
 - P.POL.3.7.a.ii Of the total annual GSA GSGG budget, 1/4 will be allocated in the 1 April – 30 June period; 1/4 in the 1 July – 30 September period; 1/4 in the 1 October – 31 December period; and 1/4 in the 1 January – 31 March period.
 - P.POL.3.7.a.iii If the funds have not been completely expended near the end of the fiscal year, a decision will be made by the GSAB on the best way to expend the funds.

P.POL.3.8 Office Procedures

- P.POL.3.8.a Applications will be reviewed by the GSA office for eligibility and completeness using the following checklist:
 - P.POL.3.8.a.i The application information is complete and required documentation has been submitted or confirmed,
 - P.POL.3.8.a.ii The GSA Graduate Student Group making the application is registered through SGS,
 - P.POL.3.8.a.iii If the application is associated with an event, the GSA Graduate Student Group has confirmed in the application that the planned event is an academic activity,
 - P.POL.3.8.a.iv The application has been verified and the Department Chair (or designate) in support of the event has confirmed that the event or group (if the application relates to start-up funds) is academic in nature,

- P.POL.3.8.a.v There are sufficient funds available in the GSA GSGG budget in the specified period that the application is received, and
- P.POL.3.8.a.vi All other applicable criteria have been met.
- P.POL.3.8.b Applicants who are ineligible or whose application is incomplete will be contacted by email to provide an opportunity to attempt to resolve the issue.
- P.POL.3.8.c All applications will be reviewed by the VPSS (or designate).
- P.POL.3.8.d Applicants and Department Chairs will be notified by the GSA by email once processing has been completed and a decision has been made.
- P.POL.3.9 Interpretation of GSA GSGG Policy
 - P.POL.3.9.a The GSAB will be consulted about any concerns and questions raised by the GSA office about interpretation of GSA GSGG Policy. The GSAB's decision is final and binding.
- P.POL.3.10 Changes to GSA GSGG Policy
 - P.POL.3.10.a GSA GSGG policy is subject to GSA Council approval and cannot be changed without GSA Council's approval, excluding editorial revisions/clarifications.

P.POL.4 GSA Emergency Bursaries

- P.POL.4.1 Sponsor/Purpose
 - P.POL.4.1.a The GSSF is a benefit to all graduate students, provided by the GSA through negotiations of the CA covering graduate student assistantships. The GSA Emergency Bursary (GSA EB), provided through the GSSF, is a non-repayable bursary for graduate students at the University of Alberta who need assistance due to an unanticipated emergency.
- P.POL.4.2 Eligibility Criteria
 - P.POL.4.2.a Must be a member of the GSA, as per Section B: Members, GSA Bylaw, Members, Section B.BYL.1.a and B.BYL.1.1.b.
 - P.POL.4.2.b An applicant cannot have received a GSA EB in the past fiscal year.
 - P.POL.4.2.c Applicants must have exhausted all other available funding options before applying for a GSA EB.
- P.POL.4.3 Application Information
 - P.POL.4.3.a GSA EBs are offered on an as-needed basis, provided funds are available.
 - P.POL.4.3.b If all available funds have been expended in the specified period, no additional applications will be accepted during that period.
 - P.POL.4.3.c Applicants are responsible for the completeness and accuracy of their application packages.
- P.POL.4.4 Applying for a GSA EB
 - P.POL.4.4.a An applicant must apply through Student Connect and schedule a meeting with an Emergency Aid Advisor.
 - P.POL.4.4.b Applications are available through the GSA website.
- P.POL.4.5 Allocation Policy
 - P.POL.4.5.a There is no limit to the number of GSA EB applications an individual can submit during their degree program. There is a maximum of one (1) GSA EB per fiscal year.
 - P.POL.4.5.b The maximum amount that will be awarded to an individual for a GSA EB is \$2,000.
 - P.POL.4.5.c GSA EBs are reviewed and recommended to the GSA by the Student Financial Support (SFS), Office of the Registrar.
 - P.POL.4.5.d Dental costs will not be funded if the applicant has opted out of the GSA Health and Dental Plan.

- P.POL.4.5.e Under exceptional circumstances and upon the recommendation of SFS, the President (or delegate) may agree to waive the maximum allocation policies or other eligibility criteria.
- P.POL.4.6 Appeals Policy
 - P.POL.4.6.a Any appeals of denied applications must be received by the GSA within ten (10) working days.
 - P.POL.4.6.b Appeals must state the grounds for the appeal in writing.
 - P.POL.4.6.c Appeals will be reviewed at arms' length by the VPSS (or delegate) and two (2) GSA Councillors (including Speaker and CRO) selected by the President (or other DEO if there is a conflict of interest). All decisions are final and binding. Appeal decisions will normally be made within twenty (20) working days.
- P.POL.4.7 Budget Allocation Policy
 - P.POL.4.7.a Funds will normally be distributed as follows:
 - P.POL.4.7.a.i 5% of the total annual GSA EB budget will be held back as contingency funding and
 - P.POL.4.7.a.ii If the funds have not been completely expended near the end of the fiscal year, a decision will be made by the GSAB on the best way to expend the funds.
- P.POL.4.8 Office Procedures
 - P.POL.4.8.a Applications will be reviewed by the GSA office for eligibility and completeness using the following checklist:
 - P.POL.4.8.a.i The application information is complete and required documentation has been submitted or confirmed and
 - P.POL.4.8.a.ii All other applicable criteria have been met.
 - P.POL.4.8.b All applications and recommendations from SFS will be reviewed by the VPSS (or delegate).
 - P.POL.4.8.c SFS will contact GSA EB recipients via email when a cheque is available for pick up at the GSA office.
- P.POL.4.9 Interpretation of GSA EB Policy
 - P.POL.4.9.a The GSAB will be consulted about any concerns and questions raised by the GSA office about interpretation of GSA EB Policy. The GSAB's decision is final and binding.
- P.POL.4.10 Changes to GSA EB Policy
 - P.POL.4.10.a GSA EB policy is subject to GSA Council approval and cannot be changed without GSA Council's approval, excluding editorial revisions/clarifications.

Section Q: Collective Bargaining^[4]

Purpose and Scope: This bylaw and associated policies govern the GSA's collective bargaining on behalf of academically-employed graduate students at the University, and govern the compositions and mandates of the GSA Negotiating Team and the GSA Labour Relations Committee	
Definitions	None
Other Specifically Related Sections of GSA Governing Documents	None

GSA Bylaw: Collective Bargaining³⁸**Q.BYL.1 General**

- Q.BYL.1.1 As per the *Post-Secondary Learning Act*, section 95(2)(f.1), the GSA will act upon the wishes of academically-employed graduate students in collective bargaining.
- Q.BYL.1.2 In preparation for collective bargaining, the Vice-President Labour will hold consultation sessions with academically-employed graduate students to solicit feedback on priorities to consider in the development of a bargaining mandate.
- Q.BYL.1.3 Academically-employed graduate students will vote electronically on a proposed bargaining mandate as drafted by the GSA Labour Relations Committee. The vote will be decided by a simple majority of those who voted.

Q.BYL.2 Ratification Vote

- Q.BYL.2.1 Academically-employed graduate students will vote electronically on the provisions of any negotiated collective agreement. The vote will be decided by a simple majority of those who voted.
- Q.BYL.2.2 Given that the majority of graduate students are not employed under the Collective Agreement in the Spring or Summer terms, a ratification vote will not occur between 30 April and 15 September. If a settlement is negotiated after 30 April, the ratification vote will be postponed until after 15 September. The voting period will last at least forty-eight (48) hours and no more than five (5) days.

Q.BYL.3 Strike Vote

- Q.BYL.3.1 Academically-employed graduate students falling within the definition of section 76(5)(a) of the *Labour Relations Code* will vote electronically on any strike action, subject to Labour Relations Board approval of the voting process. The vote will be decided by a simple majority of those who voted.

Q.BYL.4 Union Dues

- Q.BYL.4.1 The GSA may collect union dues from academically-employed graduate students (distinct from the GSA membership fee) in an amount approved via electronic vote of academically-employed graduate students. The vote will be decided by a simple majority of those who voted.
- Q.BYL.4.2 Any changes to union dues must be approved as per the process outlined above in Section Q.BYL.4.1.

Q.BYL.5 Reporting to Academically-Employed Graduate Students

- Q.BYL.5.1 Academically-employed graduate students will receive reports electronically on the progress of bargaining.

³⁸ Approved by GSA Council on 18 June 2018.

GSA Policy: Collective Bargaining³⁹

Q.POL.6 GSA Negotiating Team

Q.POL.6.1 Composition

Q.POL.6.1.a The Vice-President Labour (VPL) as chief negotiator.

Q.POL.6.1.b Upon the recommendation of the VPL, and as a precursor to the commencement of collective bargaining, the GSA Labour Relations Committee (GSA LRC) will select members of the GSA Negotiating Team (GSA NT).

Q.POL.6.1.c The GSA NT will be supported by the Executive Director (or delegate).

Q.POL.6.2 Mandate

Q.POL.6.2.a The GSA NT will prepare the Opening Position to be submitted to the University.

Q.POL.6.2.a.i In formulating the Opening Position, the GSA NT will include the proposed bargaining mandate previously voted on by academically-employed graduate students.

Q.POL.6.2.b The GSA NT will report to the GSA Board and the GSA LRC, and electronically to academically-employed graduate students on the bargaining process.

Q.POL.6.2.c The GSA NT will negotiate and regularly review an Essential Services Agreement with the University.

³⁹ Approved by GSA Council on 18 June 2018.

GSA Policy: GSA Standing Committees, GSA Labour Relations Committee⁴⁰**Q.POL.7 GSA Labour Relations Committee**

Q.POL.7.1 Composition

Q.POL.7.1.a The Vice-President Labour (VPL) as Chair.

Q.POL.7.1.b A minimum of seven (7) and up to nine (9) voting members who are academically-employed graduate students at the time of their election. To ensure a diversity of viewpoints, no more than one (1) member will be from a given department. Members of the GSA Labour Relations Committee (GSA LRC) will be elected by a simple majority of academically-employed graduate students who voted.

Q.POL.7.1.c One member will be elected by the GSA LRC to serve as Vice-Chair for the duration of their term on the GSA LRC or until they resign from their position.

Q.POL.7.2 Mandate

Q.POL.7.2.a Advise the VPL with respect to educating academically-employed graduate students on the Collective Agreement (CA).

Q.POL.7.2.b Review the CA based on feedback received from academically-employed graduate students and develop a proposed bargaining mandate.

Q.POL.7.2.c As a precursor to the commencement of collective bargaining, and upon the recommendation of the VPL, select members of the GSA Negotiating Team.

Q.POL.7.2.d Make any recommendations on GSA Bylaw and Policy on collective bargaining, following consultation with academically-employed graduate students.

Q.POL.7.3 Meetings

Q.POL.7.3.a Quorum is five (5) voting members including either the Chair or Vice-Chair.

Q.POL.7.3.b The GSA LRC will meet at least twice a year and will report electronically on these meetings to academically-employed graduate students, and to GSA Council for information.

⁴⁰ Approved by the Extraordinary General Meeting on 11 January 2010. Amended by GSA Council on 18 June 2018.

GSA Bylaw Revision Dates

16 July 2001
13 June 2005
11 July 2005
11 January 2010
19 July 2010
16 August 2010
15 November 2010
13 December 2010
17 January 2011
14 February 2011
14 March 2011
28 March 2011
27 June 2011
25 July 2011
26 March 2012
16 April 2012
14 May 2012
11 June 2012
21 May 2013 (Editorial Changes – GSA Governance Committee)
9 August 2013 (Editorial Changes – GSA Governance Committee)
21 October 2013
18 November 2013
20 January 2014
21 January 2014 (Editorial Changes – GSA Governance Committee, Chair and Vice-Chair under delegated authority from the GSA Governance Committee)
23 January 2014 (Editorial Changes – GSA Governance Committee, Chair and Vice-Chair under delegated authority from the GSA Governance Committee)
4 February 2014 (Editorial Changes – GSA Governance Committee, Chair and Vice-Chair under delegated authority from the GSA Governance Committee)
13 March 2014 (Editorial Changes – Governance Committee, Chair and Vice-Chair under delegated authority from the GSA Governance Committee)
17 November 2014
5 May 2015 (Editorial Changes – GSA Governance Committee)
28 May 2015 (Editorial Changes – GSA Governance Committee)
25 June 2015
12 July 2015 (Editorial Changes – GSA Governance Committee)
24 July 2015 (Editorial Changes – GSA Governance Committee, Chair and Vice-Chair under delegated authority from the GSA Governance Committee)
21 September 2015
18 July 2016
24 October 2016

31 October 2016 (Editorial Changes – GSA Governance Committee)
23 January 2017
15 May 2017
6 October 2017 (Editorial Changes – GSA Governance Committee)
20 November 2017
12 February 2018 (Editorial Changes – GSA Governance Committee)
18 June 2018
15 October 2018
19 November 2018
27 November 2018 (Editorial Changes – GSA Governance Committee)
28 January 2019

GSA Policy Revision Dates

15 January 2007

19 November 2007

8 September 2008

17 October 2008

17 November 2008

9 February 2009

20 April 2009

11 May 2009

17 August 2009

14 December 2009

17 May 2010

13 December 2010

17 January 2011

14 March 2011

16 May 2011

25 July 2011

22 August 2011

21 December 2011

26 March 2012

10 December 2012

11 February 2013

19 March 2013 (Editorial Changes – GSA Governance Committee)

8 April 2013

21 May 2013 (Editorial Changes – GSA Governance Committee)

9 August 2013 (Editorial Changes – GSA Governance Committee)

21 October 2013

9 January 2013 (Editorial Changes – GSA Governance Committee)

20 January 2014

21 January 2014 (Editorial Changes – GSA Governance Committee)

21 January 2014 (Editorial Changes – GSA Governance Committee, Chair and Vice-Chair under delegated authority from the GSA Governance Committee)

23 January 2014 (Editorial Changes – GSA Governance Committee, Chair and Vice-Chair under delegated authority from the GSA Governance Committee)

29 January 2014 (Editorial Changes – GSA Governance Committee)

4 February 2014 (Editorial Changes – GSA Governance Committee, Chair and Vice-Chair under delegated authority from the GSA Governance Committee)

24 February 2014

14 April 2014

26 June 2014 (Editorial Changes – GSA Governance Committee, Chair and Vice-Chair under delegated authority from the GSA Governance Committee)

23 October 2014 (Editorial Changes – GSA Governance Committee, Chair and Vice-Chair under delegated authority from the GSA Governance Committee)

4 November 2014 (Editorial Changes – GSA Governance Committee, Chair and Vice-Chair under delegated authority from the GSA Governance Committee)

17 November 2014

8 December 2014

17 December 2014 (Editorial Changes – GSA Governance Committee, Chair and Vice-Chair under delegated authority from the GSA Governance Committee)

15 January 2015 (Editorial Changes – GSA Governance Committee, (Chair and Vice-Chair under delegated authority from the GSA Governance Committee)

16 January 2015 (Editorial Changes – GSA Governance Committee)

21 January 2015 (notes from GSA Management (not part of GSA Policy) added with approval from the Chair and Vice-Chair of the GSA Governance Committee for information and clarification)

24 February 2015 (Editorial Changes – GSA Governance Committee, Chair and Vice-Chair under delegated authority from the GSA Governance Committee)

27 February 2015 (Editorial Changes – GSA Governance Committee)

27 March 2015 (Editorial Changes – GSA Governance Committee, Chair and Vice-Chair under delegated authority from the GSA Governance Committee)

30 March 2015 (Editorial Changes – GSA Governance Committee, Chair and Vice-Chair under delegated authority from the GSA Governance Committee)

25 May 2015

28 May 2015 (Editorial Changes – GSA Governance Committee)

20 July 2015

24 July 2015 (Editorial Changes – GSA Governance Committee, Chair and Vice-Chair under delegated authority from the GSA Governance Committee)

10 August 2015 (Editorial Changes – GSA Governance Committee, Chair and Vice-Chair under delegated authority from the GSA Governance Committee)

21 September 2015

23 November 2015

18 January 2016

22 February 2016

18 July 2016

22 August 2016 (Editorial Changes – GSA Governance Committee)

31 October 2016 (Editorial Changes – GSA Governance Committee)

21 November 2016

23 January 2017

23 February 2017 (Editorial Changes – GSA Governance Committee)

20 March 2017

5 April 2017 (Editorial Changes – GSA Governance Committee)

15 May 2017

12 June 2017 (Editorial Changes – GSA Governance Committee)

15 August 2017 (Editorial Changes – GSA Governance Committee)

18 September 2017

6 October 2017 (Editorial Changes – GSA Governance Committee)

20 November 2017

8 December 2017 (Editorial Changes – GSA Governance Committee, Chair and Vice-Chair under delegated authority from the GSA Governance Committee)

27 March 2018 (Editorial Changes – GSA Governance Committee)

7 June 2018 (Editorial Changes – GSA Governance Committee)

18 June 2018

16 July 2018

15 October 2018

25 October 2018 (Editorial Changes – GSA Governance Committee)

19 November 2018

27 November 2018 (Editorial Changes – GSA Governance Committee)

28 January 2019

Outline of Issue

Recommended Changes to GSA Policy on GSA Recognition Awards

Suggested Motion for GSA Council:

That GSA Council **APPROVE**, having been unanimously recommended by the GSA Governance Committee and the GSA Board, the recommended changes to GSA Bylaw and Policy, Section O: GSA Recognition Awards, GSA Policy, GSA Recognition Awards and Adjudication Criteria as noted in the attached double column document and effective upon approval by GSA Council.

Background:

The GSA Governance Committee recommended this proposal, via email, to GSA Council on 11 March and the GSA Awards Selection Committee (GSA ASC) was consulted about this proposal via email on 28 February 2019. The GSA Board recommended these changes to GSA Council at its 3 April 2019 meeting.

The main recommended change is to introduce language that will help clarify that, for the self-nominated GSA Recognition Awards, in order to be eligible, individuals only have to be a GSA member at the time the GSA Recognition Awards nomination period is open. This will help clarify situations where a graduate student may have been enrolled in the fall term but is on a leave from their program as of January, and so would not have a registration document from the current term to include with their nomination package.

As per GSA Bylaw and Policy, Section O: GSA Recognition Awards, GSA Policy: GSA Standing Committees, GSA Awards Selection Committee, Section O.POL.5.1.a (“the GSA ASC will be consulted concerning any proposed changes to the number, selection criteria, names, and value of GSA Recognition Awards”) and, as noted above, the GSA ASC was consulted in February.

Jurisdiction:

GSA Bylaw and Policy, Section F: Standing Committees, GSA Policy, Standing Committees, Section F.POL.4.2.a
The GSA GC will “advise GSA Council on matters of GSA Bylaw and Policy not in the purview of any other GSA Standing Committee, or other governance issues, and recommend changes to GSA Council.”

GSA Bylaw and Policy, Section A: Authority, GSA Bylaw, Authority, Section A.BYL.2.2
“GSA Policy is under the jurisdiction of GSA Council and may be amended by a simple majority vote of GSA Council at any meeting of GSA Council.”

GSA Bylaw and Policy, Section O: GSA Recognition Awards, GSA Policy: GSA Standing Committees, GSA Awards Selection Committee, Section O.POL.5.1.a
“The GSA ASC will be consulted concerning any proposed changes to the number, selection criteria, names, and value of GSA Recognition Awards.”

Proposed Changes to GSA Bylaw and Policy, GSA Policy, Section O: GSA Recognition Awards

Current Policy (<i>deletions noted by a strikethrough</i>) and Proposed Changes (<i>additions underlined</i>)	Rationale/Background
Section O: GSA Recognition Awards	<i>No change.</i>
Purpose and Scope...	<i>No change.</i>
Definitions...	<i>No change.</i>
Other Specifically Related Sections of GSA Governance Documents <u>GSA Bylaw and Policy, Section B: Members</u> GSA Board Policy, Section 2, Graduate Citizenship Award and GSA Recognition Awards: Application/Nomination and Adjudication Processes	<i>Addition of reference to Section B, which defines GSA membership.</i>
GSA Policy: GSA Recognition Awards and Adjudication Criteria	<i>No change.</i>
O.POL.1...	<i>No change.</i>
O.POL.1 There is no maximum number of GSA Recognition Awards graduate students <u>an individual</u> can apply for each year, but they must meet the application eligibility requirements for the award, and each award applied for must have a complete application package.	<i>Recommended clarification that there can be non-GSA members and GSA members who can be nominated for the GSA Recognition Awards, so long as they meet all criteria.</i>
O.POL.1.2 – O.POL.1.3	<i>No change.</i>
O.POL.1.4 Graduate students <u>An individual</u> can receive no more than one (1) GSA Recognition Award each year.	<i>See above rationale.</i>
O.POL.1.5 A GSA Graduate Student Group or graduate student <u>individual</u> can receive the same GSA Recognition Award no more than two (2) times.	<i>See above rationale.</i>
O.POL.1.6 Any individual (excluding associate members) who was a GSA member at the time <u>the GSA Recognition Awards nomination period is open is eligible for the self-nominated GSA Recognition Awards.</u>	<i>Recommended clarification that nominees for these awards must be registered during the award nomination period (which normally extends from early December to mid-January).</i>

GSA NOMINATING COMMITTEE (GSA NoC)
GSA Councillor-at-Large By-Election (5 POSITIONS):
FOUR (4) NOMINEES

In the 2019 GSA General Election, five (5) out of ten (10) Councillor-at-Large positions were filled. Consequently, there are currently five (5) GSA Councillor-at-Large vacancies for graduate students. As per GSA Bylaw and Policy, GSA Council fills any remaining positions from nominations forwarded by the GSA NoC (Section I: Elections, GSA Policy, Elections, Section I.POL.16.3). The duties of GSA Councillors-at-Large are to attend all meetings of GSA Council, and “to provide additional voices on GSA Council from those offered by DEOs, Departmental Councillors, and the IGSA Councillor” (GSA Bylaw and Policy, Section C: GSA Council, GSA Policy, GSA Council, Section C.POL.3.3.b.iii).

These positions were advertised in the GSA newsletters of 29 March and 5 April 2019 with a nomination deadline of 10 April 2019. Four (4) nominations were received.

There will be a paper ballot vote held at the 15 April 2019 GSA Council meeting.

If you and your alternate are unable to attend the 15 April 2019 meeting of GSA Council and would like to cast an electronic vote for this position, you must contact the GSA Nominating Committee Coordinator (gsa.nomcomm@ualberta.ca) BEFORE 3:00 PM on Monday 15 April 2019 in order to cast your vote in advance of the GSA Council meeting.

Nominees for this position are listed in alphabetical order by last name and will be presented in *reverse alphabetical* order on the ballot. ‘None of the Candidates’ will also be considered a nominee.

- 1. Braulio Marfil Garza (Surgery)**
- 2. Sasha van der Klein (Agricultural, Food and Nutritional Science)**
- 3. Osama Mohsen (Civil and Environmental Engineering)**
- 4. Landon Wu (Computing Science)**

Jurisdiction:

Section I: Elections, GSA Policy, Elections, Section I.POL.16.3

“In the event that any CAL positions are not filled by the end of the GSA General Election, or a CAL position is vacated prior to December 1 (or the next working day) GSA Council will be responsible for electing any remaining CALs. When electing any remaining CALs, the GSA Council will aim to elect graduate students from as broad a range of disciplines as possible. The GSA NoC will decide on procedures and then provide one or more names to GSA Council for consideration, except that the GSA NoC may not waive advertising. Note that the legislated GSA NoC process specifies that all vacancies will be advertised at least twice in advance of the nomination deadline noted in the advertisement. If the matter is urgent, GSA Council can hold this election electronically.”

The names and biographies received for the four (4) nominees are BELOW on pages 8.1 to 8.6. Biographies and resumes are presented as received (ie not edited).

Nominations for GSA Councillors-at-Large (GSA CALs)
(5 Vacancies for Graduate Students)
Four (4) Nominees

1. Braulio Alejandro Marfil Garza

Other governance bodies you currently serve on (whether GSA or UAlberta)	General Faculties Council
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Statement of Interest

I'm a physician and specialist in Internal Medicine from Mexico. I've been involved in student-related matters to improve the quality of educational programs ever since I started medical school. During those years, I maintained a position as a student representative in the Faculty's Council and was involved in several sub-committees, such as the Elections Subcommittee. I believe this previous experience would be of great value for this position.

During the last year of my residency program, and due to outstanding academic achievement and exceptional leadership skills, I was appointed the Chief Resident of Medicine at the National Institute of Medical Sciences and Nutrition, one of Mexico's National Institutes of Health. As such, I oversaw all the residents' activities and planned the academic program for current and future residents at my institution. This also included discussing their theses. I also organized their shifts and clinical rotations within and outside of the institution. Additionally, I served as a member of several administrative committees within the hospital, such as the Electronic Health Record, Patient Quality and Safety, Pharmacovigilance and Morbi-mortality committees. Finally, I was one of the Chief Residents organizing the 9th annual national congress for residents from the Mexican National Institutes of Health and High-Specialty Hospitals. These experiences complemented my formation as an internal medicine specialist with leadership, teaching, administrative, organizational and inter-personal skills which I'm convinced would also be a valuable asset to my work as a GSA councillor.

Finally, during the last year, I've served as a graduate student representative at the General Faculties Council, where I've had an initial contact with our University's goals and priorities, as well as how students can be involved in the University's governance and decision-making processes. This experience attests to my standing commitment to be involved and accountable for the continuous improvement of my educational environment.

Bio

I'm 32 years old and I was born and raised in Monterrey, Mexico where I obtained my Medical Degree. Afterwards, I moved to Mexico City to do my residency. I then decided to pursue a basic research-oriented degree to complement my clinical formation. I am convinced this strategy will give me the abilities needed for the optimal implementation of a translational approach into my research. I moved to Edmonton with my wife (and my dog) and started my PhD in Surgery in May, 2018. I'm currently involved in research

related to pancreatic islet transplantation and I'm honored to work under the supervision of Prof. James Shapiro, a global leading authority in this field. I'm very enthusiastic about diabetes research and I deeply believe in fostering interdisciplinary research collaborations as the fundamental driver of knowledge translation. In my free time, I like to go out for runs in the River Valley, play soccer within the intramural league. Also, I've recently brought my guitar from Mexico and I'm very enthusiastic about picking it up again.

Summary Resume

Working as a physician, both in the public and the private sector, has given me a great opportunity to meet and work with people from multiple backgrounds. I'm convinced that this has made me a profoundly empathic and someone that's easy to work with. Further leadership challenges have made me aware of the value of participating in activities that shape your current circumstances and the value of committing to continuous improvement, wherever you may be.

It is this premise that has driven me to pursue a research-oriented career, I want to contribute to produce high-quality research that not only is limited to the "bench" but that can also be translated to the "bedside". As a first-year PhD student, on the academic realm, I'm currently participating in projects involving pre-clinical models to assess different strategies to optimize efficacy of pancreatic islet transplantation as a potential cure for type 1 diabetes; and perhaps to other types of diabetes. I am working in collaboration with several labs within the University of Alberta and in projects involving the industry, which includes bioengineering corporations. Given my clinical background, I'm also pushing to be involved in several patient-oriented research projects in diabetes and within these couple of months of my PhD program I've already co-authored a clinical article and the second one (as a first author) is being reviewed for potential publication.

I will deliver my best if elected and I have a schedule that is compatible with a full commitment to participate in this committee as required.

2. Sasha van der Klein

Other governance bodies you currently serve on (whether GSA or UAlberta)	GSA President, Chancellor Selection Committee
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Statement of Interest

I have been involved in the GSA for an extended period of time (two years as VP Labour and one year as President). This experience will be an asset while serving on GSA council as Councillor as Large. I have extended internal knowledge on the processes around bylaw and policy, GSA services such as the Health and Dental Plan and the Graduate Students' Support Fund, and the role the GSA plays as the Union for TAs, RAs, and GRAFs. In addition, I have a comprehensive understanding of the University of Alberta's decision-making processes and, for example, the implications of Bill 19. However, most importantly, I have connections with graduate students across the U of A campuses and look forward to continuing my advocacy work on their behalf.

Bio

Born and raised in the Netherlands, I came to Canada 3.5 years ago to pursue my Doctoral degree in Animal Science. I finished both my BSc and MSc at Wageningen University, and spend 6 months in Spain for an internship. If I have time left over next to my extensive work on advocacy for graduate students through the GSA and writing academic papers about chickens, I love to go horse riding and I play in the hockey team "The Fluffy Roasters".

Summary Resume

I am currently in my fourth year of the PhD program in Animal Science in the Department of Agriculture, Food, and Nutritional Sciences. My supervisor is Dr. Martin Zuidhof and I work on precision feeding for poultry. I worked for a short term between my MSc and PhD program as a research assistant with Cargill in the Netherlands. I served as VP Labour for the GSA from 2016-2018 and as President in 2018-2019, in those roles I served on many internal and external committees. I advocated for guaranteed minimum funding packages, better quality assurance for supervisory practices, and mental health support for graduate students. I also volunteer for the Classroom Agriculture Program, have experience as a TA and as a guest lecturer.

3. Osama Mohsen

Other governance bodies you currently serve on (whether GSA or UAlberta)	Honorary executive member of MSA
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Statement of Interest
<p>I have gained invaluable expertise and skills from running for the GSA 2019 General Elections for VP-Student Services position which would benefit my role as a GSA Councilor-At-Large. My numerous volunteering activities with many community organizations and university associations during the past few years will also make a significant contribution to the GSA Council. Furthermore, through my industrial experience, I am exceptionally experienced at project planning, budgeting and coordination which would be an asset for this position. Moreover, I am very passionate about gaining a solid understanding of GSA governance, and about advocating for fellow graduate students, which aligns with the mandate of this position.</p>
Bio
<p>I was born in Gaza city, Palestine. I first came to Canada as an international student in 2007 to pursue my master's degree in Construction Engineering and Management which I have completed in 2009. I, then, worked in the construction industry for a few years gaining experience in project budgeting, coordination, and management. Currently, I am a PhD student in Civil and Environmental Engineering Department with a research focus on the applications of Machine Learning techniques in the industrialized construction industry. During my undergraduate and graduate life, I have served as a teaching and research assistant through which I gained invaluable experience in assessing a wide range of projects, communicating with a broad spectrum of students, and self-reflect on why and how to help others. Through teaching, I have seen a mutual benefit of paying back to the community and being inspired by students' brilliant thoughts and feedback.</p>
Summary Resume
<p>I have numerous volunteering activities with various community organizations and university associations. I have recently volunteered with APEGA Science Olympics in April 2019 held at U of A Pavilion. In addition, I played an important role in organizing Modular and Offsite Construction (MOC) 2016 conference as well as the upcoming MOC 2019 conference. I have also volunteered for Partners for Humanity organization as a tutor and mentor for young students in need of academic enrichment with their high school math courses; and for Deep Freeze 2017 Festival, a winter family event organized by a non-profit charity organization in collaboration with the City of Edmonton every year. Currently, I serve as an executive member of MSA at the U of A. I have a flexible</p>

schedule that can accommodate the meeting requirements for this position as outlined in the GSA Council Handbook.

4. Landon Wu

Other governance bodies you currently serve on (whether GSA or UAlberta)	Chinese Gradurate Student Association
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Statement of Interest

I have over 8 years of leadership experiences for student organizations since high school and with 6 years of management experiences. By these experiences, I know how is the large-structure student organization work and may provide professional advice for events/projects management suggestions. On the other hand, I lived in China for 18 years, I know the Chinese culture and also as a President of the Chinese Graduate Student Association. This actual benefit to the GSA is I could be the Chinese culture/issue consultant in the committee to help GSA to resolve the Chinese Student or China-related problems.

Bio

I was born in China and lived in China for 18 years. Since 2009, I came to Canada and live in Canada until now. I got my Canadian Citizenship last year. Since high school, I was the executive leader of several student organizations. During the 5 years of university time, I as the founder and co-founder for 2 start-up business. In 2016, I started my Master at U of A.

Summary Resume

I am a Master of Science student in the Computing Science dept. In last year, I did my intern at Centre of Smart Transportation, Civil Engineering U of A as the project manger to mangement several Connected Vehicle and Autonomaus Vehicle project. Current, I am the President of Chinese Gradurate Student Association. In the past, I was the VP in the Chinese Student and Scholars Association.

GSA NOMINATING COMMITTEE (GSA NoC)
**GSA BUDGET AND FINANCE COMMITTEE (GSA BFC) (ONE (1) POSITION FOR A GSA COUNCILLOR):
 ONE (1) NOMINEE**

Information regarding the one (1) vacancy for a GSA Councillor was advertised to GSA Council on 29 March and 5 April with a nomination deadline of 10 April 2019. One (1) nomination was received.

The broad mandate of the GSA BFC is to “advise on the financial affairs of the GSA (including the long-term planning and priorities of the GSA in light of its strategic goals) and on the provision of the long-term financial health of the organization” (GSA Bylaw and Policy, Section K: Finances, GSA Policy, GSA Standing Committees, GSA Budget and Finance Committee, Section K.POL.5.1).

There will be a paper ballot vote held at the 15 April 2019 GSA Council meeting.

If you and your alternate are unable to attend the Monday 15 April 2019 meeting of GSA Council and would like to cast an electronic vote for this position, you must contact the GSA Nominating Committee Coordinator (gsa.nomcomm@ualberta.ca) BEFORE 3:00 PM on Monday 15 April 2019 in order to cast your vote in advance of the GSA Council meeting.

Nominees for this position are listed in alphabetical order by last name and will be presented in *reverse alphabetical* order on the ballot. ‘None of the Candidates’ will also be considered a nominee.

1. Milad Rezvani Rad (Mechanical Engineering)

GSA Councillor Leaving the GSA BFC: Tabatha Plesuk (Library and Information Studies)

Members Staying on the GSA BFC: Dasha Smirnow (Business), and Gary Grewal (Business)

Jurisdiction:

GSA Bylaw and Policy, Section E: Nominating, GSA Policy, Nominating, Section E.POL.3.1.a

“The GSA NoC provides GSA Council with the names of nominees to fill vacancies on GSA Standing Committees, ad hoc committees, and subcommittees, unless otherwise noted. All vacancies will be advertised at least twice in advance of the nomination deadline noted in the advertisement.”

The name and biographis received for the one (1) nominee is BELOW on pages 8.8 and 8.9. The biographie and resume is presented as received (ie not edited).

Nomination for GSA Budget and Finance Committee (GSA BFC)
(1 Vacancy for a Member of GSA Council)
One (1) Nominee

1. Milad Rezvani Rad

<p>Other governance bodies you currently serve on (whether GSA or UAlberta)</p>	<p>Inside University of Alberta:</p> <ul style="list-style-type: none"> - GSA Board Member (GSA Councilor) - GSA Council (Mechanical Engineering Department representative) - VP External – Mechanical Engineering Graduate Students Association (MEGSA) - General Faculties Council (Effective May 1, 2019) <p>Out of University of Alberta:</p> <ul style="list-style-type: none"> - Student Board Member, ASM International Thermal Spray Society - Member, Training Committee of the Canadian National Green Surface Engineering and Advanced Manufacturing NSERC Strategic Network
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Statement of Interest

I have learned a few skills such as strategic planning, teamwork, and discipline by sitting on several professional boards. Being chosen as a member in the board of directors of my field of study (Thermal Spray Society) on international level has enabled me to learn as much I can from the senior professors and industry leaders. Furthermore, as a current member of GSA Board, I have obtained considerable amount information by sitting at GSAB weekly meetings and reading the submitted reports. I believe that my participation in GSA Board has also raised my knowledge about GSA financial matters and can be considered as an asset to my work in GSA Finance and Budget Committee, if elected to serve on this committee.

Bio

I was born in Tehran, Iran. After completion of high school and undergraduate studies, I managed to get accepted in the most prestigious school of engineering in my country, Sharif University of Technology. After completion of my Masters degree and working part-time on several research projects, I applied for a position at the University of Alberta that was similar to to my research background -that is- thermal spraying. Given the nature of my research and its application in industry, since January 2016 that I started my program, I have been in contact with several well-known companies and

industrial partners for research collaborations. In addition to my professional commitments, I also enjoy serving in voluntary non-profit activities and so far, I have served as a volunteer in several associations.

Summary Resume

It is my fourth year being enrolled in the Department of Mechanical Engineering Ph.D. program. Currently, I am an active member in several associations. The most important one of them is the ASM International thermal spray society board of directors, which is the leading global source in my field of study. Selection of me as one of the two student board members among many applicants worldwide has provided me with a unique and professional experience. Furthermore, I have been chosen as the only student member in the training committee of the network of researchers in my field in Canada (GSTC). Considering the experience and knowledge that I have gained through these years, and I am determined to acquire more, I am highly motivated to serve as a member on GSA Budget and Finance Committee to contribute my share and provide consultation in decision making process. I believe that the knowledge that I have acquired so far by attending the GSA Board meetings, as a board member, will help me to serve on this position properly. I am confident that engaging in this committee will improve my strategic thinking skills and heighten my awareness of challenges associated with decision making process. Now that I have passed my candidacy (qualification) exam, my schedule is more flexible and I can attend the meetings of this committee on a regular basis.



Dear GSA Council Colleagues,

5 April 2019

As many of you will remember, my team and I began the development of the 2018-2019 Board Strategic Work Plan (SWP) in May and we presented the finalized Plan to GSA Council in July. The complete SWP is available on the [GSA website](#).

Below is the final update concerning the GSA's progress in pursuing the strategic goals outlined in the 2018-2019 SWP. Updates were also provided to GSA Council in October and January. Highlights from my portfolio include:

- I have continued advocating for the establishment of minimum funding packages at the U of A, which is a major component of our 2018-2019 GSA Board Strategic Work Plan, and a project that has been ongoing for a number of years. At the February 2019 GSA Council meeting, I was pleased that GSA Council was able to review and discuss background briefing note and draft proposal associated with this prepared by the Faculty of Graduate Studies and Research (FGSR). While there are a number of details that need to be worked out and questions that remain, I am proud that this draft proposal now exists, following extensive advocacy efforts on this project this year. I'm also very grateful for past GSA teams who started the conversations.
- At the 15 March 2019 meeting of the Board of Governors (BoG), the proposal to increase international graduate tuition by 2.77% for 2019-2020, and which I voted against, was passed. As a reminder, for 2019-2020, the Government of Alberta had mandated that post-secondary institution freeze domestic tuition, and mandatory non-instructional fees for both domestic and international students. In 2019, important conversations will continue between the GSA, the Alberta government, and the University of Alberta regarding the implementation of the provisions of Bill 19, which requires post-secondary institutions in Alberta to communicate to international graduate students, at the outset of their program, the maximum amount of tuition they will pay each year, for the duration of the standard length of their graduate program. Specific issues to address will include: how the standard length of programs is defined and communicated to international graduate students, what will happen during the transition period, and whether current international graduate students will be grand-parented into the new model, as Bill 19 encourages predictability for current international graduate students as well.
- The BoG is currently revising its standing committee structure and membership, a project that started in 2017. It is anticipated that in the spring many of the recommendations, including revisions to the Terms of Reference of various BoG committees, will be implemented. I have been engaged in ongoing conversations with the current *ad hoc* BoG Governance Committee to advocate for graduate student representation on BoG committees, in order to ensure robust and effective GSA representation at the highest levels of University Governance.
- I continue to meet monthly with representatives from the Indigenous Graduate Students' Association (IGSA), and, in pursuit of supporting "initiatives and programs that specifically support Indigenous [...] graduate students" (2018-2019 GSA Board Strategic Work Plan), I am proud to report that GSA Council approved the creation of a seat on GSA Council for an Indigenous graduate student, and that GSA Council was able to celebrate this new seat at GSA Council in February. I thank the members of the IGSA for all of their efforts in planning and implementing this celebratory event.
- In March, I developed a joint presentation for the 2019 Student Advisors' Conference at the University of Alberta with Kristine Wray, President of the IGSA. The theme of the conference was "Connecting Our Voices: Sharing and Understanding Our Stories," and our presentation focused on how the IGSA, as a newly established group, works to support, mentor, and increase the visibility of a growing group on campus, and how the GSA has worked to amplify their voice within the University structure this year.
- One of the three priorities for the Alberta Graduate Provincial Advocacy Council (ab-GPAC) for 2018-2019 was to look at the alleviation of barriers to post-secondary (graduate) education for Indigenous students. In furtherance of developing this priority, ab-GPAC continues to develop research procedures and to consult with the IGSA, along with other Indigenous student stakeholders.



- As outlined in the 2018-2019 SWP, the GSA would continue to evaluate possible memberships with national advocacy groups. In furtherance of this goal, I met with the Member Relations Officers for the Canadian Alliance of Student Associations (CASA) in early February, and also attended a CASA conference in March to learn more about this organization and how their advocacy efforts relate to graduate students.

Recent team goals that spanned across different Directly-Elected Officers' portfolios included:

- To align with our goal of maintaining the GSA's presence in Pride Week programming, my team and I were honoured to participate in the U of A Pride Week Parade on 13 March.
- In early March, the Directly-Elected Officers and GSA Board members participated in a focus group with an FGSR intern regarding their perspectives on graduate student mental health and wellness. The GSA looks forward to continuing exploring ways that the FGSR can support and collaborate with graduate students on this complex issue.
- Along with Masoud, I raised the issue of international graduate students not being able to complete co-op programs with the Interim Dean of the FGSR, and was happy to hear that the Interim Dean will be further exploring this issue, along with potential solutions. In the past few months, we have also been discussing with the Interim Dean the importance of ensuring that clear and transparent letters of offer associated with admissions are provided to incoming graduate students, and I anticipate these conversations will continue as Bill 19's requirement for communicating the total cost for the standard length of programs to international graduate students is implemented for 2020 onwards.
- In alignment with the broad goal of the 2018-2019 SWP to "foster a welcoming environment and an equitable, sustainable, safe, and healthy campus," Fahed and I attended the inaugural event of the Black Graduate Students' Association, on 28 February. At this event, we were also able to connect with current MLA, David Sheppard, and discuss graduate student experiences and issues.

Sincerely,

A handwritten signature in black ink, appearing to read 'Sasha'.

Sasha van der Klein, President



Dear GSA Council Colleagues,

5 April 2019

This report includes my updates from the internal task list for the 2018-2019 GSA Board Strategic Work Plan (SWP). The following are projects that I have initiated in the past few months since the most recent updates on the SWP to GSA Council in January, in addition to attending the regularly scheduled meetings of the many governance committees on which I represent the GSA.

- Following the receipt of a proposal from the Indigenous Graduate Students' Association (IGSA) to add a separate voting seat for an Indigenous graduate student on the Council on Student Affairs (COSA), I spoke in support of this proposal at several committee meetings, and I am happy to report that at the 25 February 2019 General Faculties Council (GFC) meeting, the addition of this voting seat to COSA was approved. As the IGSA's proposal outlined, while there was originally a dedicated seat on COSA for an Indigenous student, as appointed by the Aboriginal Students' Council (ASC), in the original draft terms of reference, Indigenous graduate students face different challenges compared to Indigenous undergraduate students.
- In response to graduate students bringing to my attention concerns about the procedural transparency around the adjudication process for scholarships and awards at the departmental and faculty levels, and the fact that appeal processes do not seem to exist for these decisions, Sasha and I met in March with the Interim Vice-Dean of the Faculty of Graduate Studies and Research (FGSR) to discuss this matter in more detail. To move this project forward, we researched whether other Canadian post-secondary institutions have scholarship and award adjudication policies that allow for appeals. During my conversations with the Interim Vice-Dean, I continued to advocate for the establishment of enhanced transparency mechanisms, such as the creation of feedback rubrics that could be provided to students following the adjudication of an award or scholarship within their department, their home faculty, or the Faculty of Graduate Studies and Research.
- As part of my ongoing efforts to encourage graduate student mentorship, I raised the idea of providing a modest supplementary stipend for graduate students involved as supervisors or co-supervisors in projects associated with the Undergraduate Research Initiative (URI), to ensure that they are recognized academically and financially. When I presented the idea of creating a modest stipend for graduate student participants to the URI Advisory Committee, committee members responded favorably, and as such, I worked to develop a formal proposal to bring forward to the URI Advisory Committee before the end of my term. This proposal stipend would also be provided to post-doctoral fellows serving as supervisors or co-supervisors for URI projects.
- Through my participation with the FGSR Policy Review Committee (FGSR PRC), we have been revisiting the current FGSR policy that graduate students are not permitted to take re-examinations, specifically for course-based graduate students. Members of this committee agreed to conduct more research to determine the frequency of re-examination cases. The FGSR PRC is also in the process of determining whether full-time graduate students should be able to shift to part-time status (with the exception of international graduate students, who must maintain full-time studies for the purposes of their study permits). When reviewing the proposal to allow full-time graduate students to shift to part-time status, and if such a policy is eventually implemented, I emphasized the importance of ensuring graduate students are well-informed about any implications that this shift could have on their ability to access funding opportunities (especially scholarships that are restricted to full-time students only).



Graduate Students' Association

University of Alberta

- As I reported to GSA Council in October 2018, and in response to some graduate students bringing to my attention concerns about the scheduling of graduate courses during evenings and weekends or last-minute changes in scheduling, this past year, I raised this issue in three different committees (the General Faculties Council Academic Standards Committee (GFC ASC), the General Faculties Council Committee on the Learning Environment (GFC CLE), and the FGSR PRC). My goal was to see the introduction of a University policy concerning the scheduling (and any subsequent rescheduling) of University courses as none currently exists and I will continue to bring this matter forward throughout the duration of my term.
- Since January, I have been participating on the FGSR Learning Outcomes Framework Working Group, which is working to develop templates for graduate degree learning outcomes. Learning outcomes are statements that describe the essential knowledge and abilities that students are expected to possess once they have completed their graduate degree program. The pace of this project has been moving along quickly, and the working group will be presenting on this project to FGSR Council in April 2019 for pre-consultation. I also participated in two of the sub-groups (Scoping Exercise and Guide for Graduate Program Learning Objectives and Assessment) that worked on developing the details of the new framework.

Sincerely,

A handwritten signature in black ink, appearing to read "M. Aliramezani".

Masoud Aliramezani, Vice-President Academic



Graduate Students' Association

University of Alberta

Dear GSA Council Colleagues,

5 April 2019

This report includes my updates from the internal task list for the 2018-2019 GSA Board Strategic Work Plan (SWP). The following are projects that I have initiated in the past few months since the most recent updates on the SWP to GSA Council in January.

- Along with Sasha, and in keeping with the non-partisan nature of the Alberta Graduate Provincial Advocacy Council (ab-GPAC), I have continued participating in ab-GPAC's ongoing meetings with representatives of Albertan political parties.
- During the fall semester, I participated in several meetings related to residence issues, and actively participated in the Housing for Students Who Parent Committee, to review all student feedback collected through the University's consultation process in order to determine what kind of supports the University should provide for families. The draft report on this topic was released in January, and I have been involved in ongoing conversations about its content and conclusions.
- In January, I also participated in a consultation with Residence Services regarding their Strategic Occupancy Management Plan. During this consultation, I emphasized a series of issues, including the fact that graduate students feel that residence rental rates are too high, that there are ongoing challenges associated with commuting between Michener Park and the main U of A campus, and that are challenges associated with accessing convenient and affordable grocery stores faced by graduate students living in University residences.
- As a member of the Residence Advisory Committee and the Joint Residence Oversight Committee, I continued discussing the University's residence budget, and the proposed increases to residence rates and meal plans that are anticipated for 2019-2020. GSA President, Sasha, along with the Students' Union representatives on the Board of Governors (BoG), voted against the proposed 5% increase to University residence rental rates at the 15 March 2019 BoG meeting. During this meeting, Sasha argued that residence rates should not increase for those living at Michener Park, given that this residence will close in 2020. The GSA will continue advocating to the University that variable supports be provided to the graduate student residents of Michener Park, and their families, while residents move out of the property.
- Finally, in my role as the Chair of the GSA Awards Selection Committee (GSA ASC), the GSA ASC will be having another in-person meeting before the end of my term to debrief on the 2019 GSA Recognition Awards adjudication process, and consider whether to propose changes to any of the eligibility criteria for the current GSA Recognition Awards. I was also honored to attend the 2019 GSA Awards Night in March, and appreciated the opportunity to congratulate all of the winners of the 2019 GSA Recognition Awards.

Sincerely,

A handwritten signature in black ink, appearing to read 'Zhihong Pan'.

Zhihong Pan, Vice-President External



Dear GSA Council Colleagues,

5 April 2019

This report includes my updates from the internal task list for the 2018-2019 GSA Board Strategic Work Plan (SWP). The following are projects that I have initiated in the past few months since the most recent updates on the SWP to GSA Council in January.

- Negotiations for the next Graduate Assistantship Collective Agreement (CA) have been ongoing for several months and updates on negotiations have been shared with all current academically-employed graduate students. As per the regulations outlined in the *Labour Relations Code*, a final ratification vote was sent to all current academically-employed graduate students in January. As this ratification vote did not pass, collective bargaining continues. Over the past few months, I have been actively engaged in continued consultation with academically-employed graduate students (AEGSs) to inform these ongoing negotiations, which has included hosting two Labour Town Halls, and implementing standing office hours each week to meet with academically-employed graduate students. This work has also involved responding to approximately 5 – 8 emails per week from academically-employed graduate students with feedback or questions about the negotiations.
- I am pleased to report that at the 15 March 2019 meeting of the Board of Governors, and as a result of negotiations done concurrently but separately from those involving the Collective Agreement, an increase to the Graduate Student Support Fund (GSSF) was approved. The amount of the GSSF, which was previously \$814,000 is now 1,064,000 (please note that the actual amount of the GSSF for 2019-2020 is \$964,000 but \$100,000 was carried over from 2018-2019). This fund serves as a benefit to all graduate students, and is used to fund the GSA Academic Travel Grants, GSA Child Care Grants, GSA Emergency Bursaries, and GSA Recognition Awards and I am extremely happy that we were able to negotiate an increase in these funds.
- As reported previously, a large portion of my portfolio involves meeting with individual graduate students in person or over email regarding the interpretation of and compliance with the Collective Agreement. I have continued this work by responding to approximately 10 email conversations with graduate students per week, and meeting with approximately 4-5 graduate students per month, to assist with more complex issues.
- Along with Sasha, I met with Wade King, Director of the Office of Safe Disclosure and Human Rights, to discuss graduate student supervision and ongoing GSA work associated with the development of a document detailing graduate students' rights.
- In February, I attended the second meeting of the University's new Joint Worksite Health and Safety Committee, which was established as part of the provincial government's new Occupational Health and Safety Legislation. This committee continues to work on establishing a process for graduate students to electronically report any perceived violations related to health and safety (including harassment).
- In addition to participating in the Joint Worksite Health and Safety Committee, I have also met individually with representatives from the Post-Doctoral Fellows Association (PDFA), the Non-Academic Staff Association, and the Association of Academic Staff University of Alberta (AASUA), to strengthen connections with these labour unions.
- Through my participation this past year in the Campus and Facilities Safety and Security (CFSS) Working Group, its members have been discussing the feedback from various stakeholders, including GSA Council in January. The draft report was presented to the General Faculties Council (GFC) in February, and the final report, which was approved in March, was sent to the U of A Vice-President (Facilities and Operations) and Vice-President (Finance and Administration). The CFSS Working Group will now be transitioning to a standing committee to continue its work, and two subcommittees on communication and education will be established. The GSA and the Students' Union will have representatives serving on

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Graduate Students' Association

University of Alberta

the new CFSS Committee, and these two subcommittees.

- I have also been working to expand the GSA's role as a union by developing strategies for outreach and engagement, in collaboration with GSA management. To build on the conversations and consultation with academically-employed graduate students that were carried out during the Graduate Student Assistantship Collective Agreement negotiations, these strategies will include regular email updates to the bargaining unit, bi-annual town halls, and frequent GSA Labour Relations Committee meetings.

Sincerely,

A handwritten signature in black ink, appearing to read 'Beth Richardson'.

Beth Richardson, Vice-President Labour



Graduate Students' Association

University of Alberta

Dear GSA Council Colleagues,

5 April 2019

This report includes my updates from the internal task list for the 2018-2019 GSA Board Strategic Work Plan (SWP). The following are projects that I have initiated in the past few months since the most recent updates on the SWP to GSA Council in January.

- In weighing opportunities to improve GSA services, and following GSA Council's approval of the GSA Health and Dental Plan Fee for 2019-2020 in March, for the April 2019 GSA Council meeting we have developed a proposal to increase dental coverage for the GSA Health and Dental Plan (without increasing the cost paid by graduate students).
- I have been participating since January in the newly formed Campus Clean Air Strategy Working Group, which is working to develop strategies to make the University of Alberta a smoke free campus. The group is focusing on cigarettes, vaping, shisha, and cannabis smoke, and contains representatives from various stakeholders, including student groups, faculties, Environment, Health & Safety (EHS), and Protective Services.
- These past months, I have continued collaborating with the Office of the Dean of Students, along with the Students' Union, regarding the consultation process that will take place for the development of mental health standards for our institution. These efforts are part of a larger project to develop a Post-Secondary Student Standard for Mental Health, as overseen by the Mental Health Commission of Canada. As reported to GSA Council previously, the consultation process is expected to conclude by May 2019. I also worked to connect the Dean of Students Office with the Indigenous Graduate Students' Association (IGSA), as another key stakeholder for this project.
- Following the 18 March 2018 meeting of GSA Council, I am pleased to report that GSA Council approved the recommended changes to GSA Policy on grants and bursaries. Some key changes included removing the provision that only dependent children up to age twelve (12) are eligible for the GSA Child Care Grant in favour of dependent children up to the age of eighteen (18) being eligible for this funding, and increasing the amount provided for GSA Emergency Bursaries from \$2,000 to \$4,000.
- Since January the U-Pass Advisory Committee and the U-Pass Administration Committee have been discussing at-length the anticipated 2020 integration of Smart Fare with the U-Pass program. As a reminder, the City of Edmonton is implementing a "tap and go" fare payment system that will be implemented for all users utilizing the Edmonton Transit System (ETS), as well as transit systems within St. Alberta and Strathcona County. The U-Pass Administration Committee struck a smaller work group to further discuss the details of implementing Smart Fare for the U-Pass program with various University of Alberta stakeholders. The GSA will remain engaged with these conversations.
- In consultation with the GSA office team, we developed a 101 session on the topic of GSA funding opportunities, and six graduate students attended the second session on 11 March 2019.
- Through my work with the Days of Action Committee, members of this committee coordinated a photo series on the topic of gender-based violence, and graduate students were encouraged to share their personal stories. This committee, along with University of Alberta International, also coordinated various programming to highlight the International Day of Happiness on 20 March.

Sincerely,

Fahed Elian, Vice-President Student Services

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The GSA Board Strategic Work Plan 2018-2019: Key Achievements

Foster

The creation of a voting seat on our GSA Council for an Indigenous graduate student was approved at our January Council meeting.

Support

Building on several years of GSA advocacy, early consultation at the level of FGSR Council and GSA Council has started concerning the establishment of a University-wide guaranteed minimum funding package for doctoral students.

Advocate

The recent passage of Bill 19 is the result of our advocacy efforts over the past three years and will improve transparency and predictability with respect to tuition for both international and domestic students.

Connect

We developed more outreach and engagement opportunities with and for our members, such as a redesign of the GSA Board Strategic Work Plan and the weekly GSA newsletter and development of information sessions on GSA services, and we continued to improve our social events for graduate students.



The Graduate Students' Association Board Strategic Work Plan 2018-2019

Foster
Support
Advocate
Connect



Our Vision and Mission

To advocate for all graduate students to the University of Alberta and the Alberta Government for a safe, supportive, respectful, accessible, and inclusive community that fosters the multi-faceted roles played by graduate students.



WHAT IS THE GRADUATE STUDENTS' ASSOCIATION?

The Graduate Students' Association (GSA), as mandated by the *Post-Secondary Learning Act*, represents graduate students at the University of Alberta. The GSA, as a separate corporation, is both a part of the University of Alberta and apart from the institution. The GSA Board believes that a healthy organization is nurtured through effective relationships with all stakeholders. To sustain the organization's long-term health and excellent reputation, the GSA fosters a culture of respect and professionalism among staff and graduate student leaders, engages in regular review of governance processes, and ensures an annual transition process that facilitates the on-going education of elected graduate student leaders.

WHAT IS A GRADUATE STUDENT?

A graduate student is a junior colleague who contributes to their field of study in pursuit of an advanced degree through collaborative work with the professoriate in research, teaching, and the development of University learning environments. These contributions may be accomplished through: extensive coursework, for which graduate students pay tuition; academic employment, for which graduate students are paid; the co-creation and writing of scholarly work; the securing of academic funding; presentations, conferences, and community engagement; and capstone projects, theses, or dissertations. This multi-faceted position takes place in an environment of mutual respect and fairness aimed at developing skills and knowledge for future careers and is one that provides appropriate remuneration for labour in service of the enhancement of the institution.

WHAT IS THE GSA BOARD'S STRATEGIC WORK PLAN?

The GSA Board's Strategic Work Plan is the document that steers and prioritizes the work and initiatives of the GSA. The GSA sees this as a living document, shifting directions as needed as the provincial, federal, and University landscapes change. It is developed annually with reference to the Strategic Work Plans of previous GSA Boards, and provides a planning document for this and future years.



Graduate students elect GSA leaders each February. Here are the 2018-2019 GSA Directly-Elected Officers (from left to right): Vice-President Academic, Masoud Aliramezani; Vice-President Student Services, Fahed Elian; President, Sasha van der Klein; Vice-President Labour, Beth Richardson; and Vice-President External, Zhihong Pan.

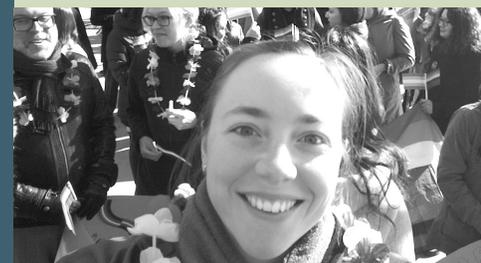
Our Goals

Foster a welcoming environment and an equitable, sustainable, safe, and healthy campus.

The GSA values the contributions and diversity of graduate students and fosters a culture of inclusion and acceptance. The GSA will work to sustain a respectful, supportive, and welcoming environment for all graduate students, (including Indigenous graduate students, international graduate students, and graduate students who parent, among others), and will further sustain working relationships with stakeholders to ensure an inclusive campus free from discrimination; one that offers support for graduate students in diverse circumstances and with diverse needs.

The GSA will advocate for and support:

- Initiatives and programs that specifically support Indigenous and international graduate students.
- Leadership in environmental sustainability.
- Review and improvement of safety and security on campus.
- Campus-wide health and wellness initiatives.



Support graduate students by working with the University and government to ensure affordable tuition, cost-effective housing, and food security, and to provide access to financial means to empower graduate students to complete their programs.

The GSA advocates for:

- Guaranteed, transparent and sustainable funding packages that support a reasonable standard of living for all thesis-based graduate students for the duration of their programs.
- Greater financial supports for all graduate students, including higher compensation for assistantships, increased merit based and non-merit based financial support (as well as greater accessibility to these supports), and increases to the Graduate Student Support Fund.
- A predictable tuition model that ties graduate student tuition increases (for both domestic and international graduate students) to the Alberta Consumer Index.
- Sustainable, affordable, and well-maintained graduate student housing (for individuals and families).
- Enhanced resources and supports for graduate students who parent, and their families.
- Implementation of initiatives to prevent homelessness, improve (mental) wellness, and enhance supports for graduate students with dependents.

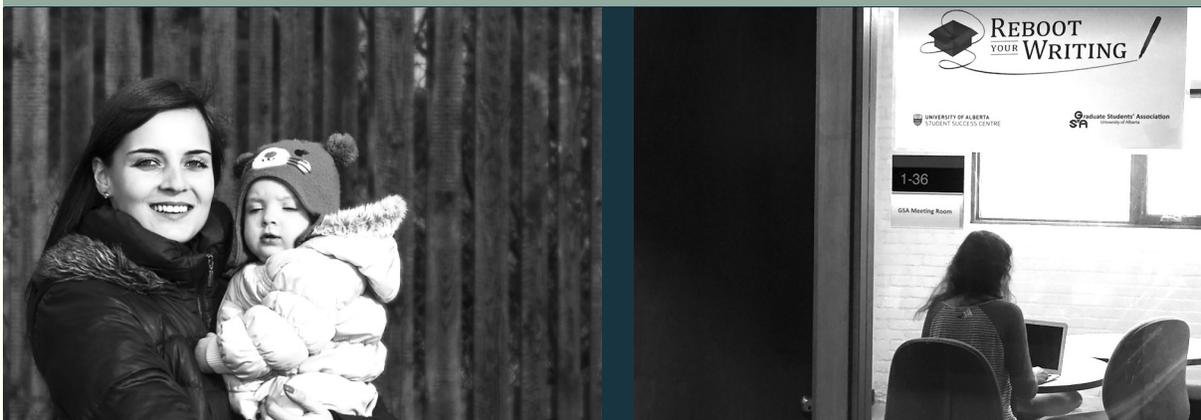
Did you know?

The GSA offers:

- GSA Emergency Bursaries
- GSA Child Care Grants
- GSA Academic Travel Grants
- GSA Graduate Student Group Grants
- GSA Recognition Awards
- GSA Health and Dental Plan
- Graduate Student Assistance Program
- Collective Agreement Advice

Graduate education plays an important role in a prosperous society. Graduate students' success is dependent upon access to sustainable and appropriately sized funding packages and predictable expenses for the duration of their programs. A lack of sustainable graduate student funding and unpredictable increases in educational costs create significant strain on graduate students' health and wellness and can lead to increased drop-out rates.

In furtherance of the goal of supporting graduate students, the GSA will continue to support the Campus Food Bank, as well as workshops and services that assist graduate students with their academic progress. Additionally, the GSA will assist graduate students living in residences, and their Residence Associations, to ensure safe living conditions and excellent services.



Advocate for a supportive learning and work environment based on respectful and professional relationships, and for compliance with the GSA's Collective Agreement (CA) governing graduate student assistantships.

Graduate student success relies on quality education and quality supervision throughout a degree program. In addition, professional development opportunities for graduate students are essential for future career success. Furthermore, all graduate students are entitled to a safe and respectful study and work environment, free from harassment, discrimination, and bullying; the GSA is dedicated to working toward this. With specific reference to academically-employed graduate students, the CA negotiated by the GSA is a legally binding document between the GSA and the University of Alberta Board of Governors that outlines expectations for fair compensation and a healthy work environment and the GSA is committed to ensuring campus-wide compliance with its provisions.

The GSA will:

- Advocate for high-quality graduate-level programs and courses and opportunities to provide graduate students with international research and study opportunities.
- Collaborate with and advocate to the Faculty of Graduate Studies and Research and senior University administrators to make quality graduate student supervision an institutional priority (including creating an accountability structure for supervisory evaluation and establishing a means of safe disclosure and reporting of concerning supervisory behaviour).

Did you know?

The GSA:

- meets regularly with the Dean of the Faculty of Graduate Studies and Research and the Dean of Students
- is a member of the provincial advocacy group the Alberta Graduate Provincial Advocacy Council
- has seats on the Board of Governors, the General Faculties Council, and their sub-committees
- works individually with students to help them

The GSA will:

- Support and collaborate with partners and stakeholders with respect to the establishment of a variety of high-quality professional development and internship opportunities in recognition of the diverse future career paths ahead of graduate students.
- Support and advocate for graduate students with CA issues and ensure University-wide awareness of and compliance with the CA while highlighting that, as per the *Labour Relations Code*, the GSA is a “trade union for the purposes of acting as bargaining agent for the academically employed graduate students” at the University.
- Provide guidance to graduate students experiencing issues outside the scope of the CA and aid them in navigating University processes and structures.



Connect

with GSA stakeholders to support graduate student success and build connections between graduate students and the GSA.

Relationship building is key to the mission of the GSA to create a common vision of excellence in graduate education at the University, as well as across Alberta and Canada.

The GSA will reinforce strong relationships with:

- Key players of the Government of Alberta (such as the Minister of Advanced Education).
- Members of senior University Administration (such as the University's President, the Dean of the Faculty of Graduate Studies and Research, the Provost and Vice-President (Academic), the Dean of Students, the Chair of the Board of Governors, and the Chancellor).
- Other campus stakeholder associations (such as the Students' Union, the Association of Academic Staff, University of Alberta, the Postdoctoral Fellows' Association, and the Non-Academic Staff Association).

Did you know?

The GSA has:

- graduate student lounges at Triffo Hall
- rooms available for booking
- several fun events per year
- two large orientations specific to graduate students and participates in 40-45 departmental orientations
- a weekly newsletter, website, and social media profiles that highlight events and ways to get involved

Relationship building between the GSA and its members is also pivotal to foster a strong basis for our mission and vision of advocacy. The GSA will create opportunities for graduate student awareness of and engagement with the GSA by:

- Exploring and utilizing effective communication methods.
- Offering orientation sessions and 101s on key issues.
- Offering engagement and celebratory events.
- Maintaining involvement in discussions concerning dedicated graduate student social space.
- Supporting and connecting with departmental graduate student groups and networks.



Events:

GSA Fall Orientation	Late August
GSA Fall Event	Early October
GSA Winter Orientation	Early January
GSA Winter Event	Mid February
GSA GSA General Election	Late February
GSA Volunteer Appreciation	Early March
GSA Awards Night	Late March
GSA Coffee Breaks	One Friday Monthly



Come visit us at
 The Graduate Students' Association
 1-49 Triffo Hall
 University of Alberta
 T6G 2E1

780-492-2175
gsa.frontdesk@ualberta.ca

www.ualberta.ca/graduate-students-association

**GSA President
Report to GSA Council for the 15 April 2019 Meeting**

To: GSA Council
From: Sasha van der Klein
Date: 12 April 2019

Dear Council Colleagues,

This is my last full report to Council as GSA President (I'll submit a short report for the May meeting that covers my last two weeks in office)! Three years of serving this organization have flown by and it was a nice gig. If you all decide so, I would like to serve one more term with the GSA as a CAL, I can't yet say goodbye forever. Thank you to all of you for your engagement and support throughout these years. Before I get emotional and all that, please find below some highlights from the last weeks.

External

Ab-GPAC – We will have our transition meeting in Calgary on 12-13 April. Marc, your incoming Vice-President External, will probably update you next month with the details, but a new team of student leaders are ready to advocate on your behalf at the provincial level. Also, the **provincial election** will take place **16 April** (tomorrow!), so I would encourage you to get out and vote if you haven't already done so in the advance polls. Please read this [ab-GPAC blog post](#) if you want to get information on how the various parties responded to questions around graduate student matters that ab-GPAC submitted to them

CASA – I attended the Canadian Alliance of Student Associations conference in Halifax. This 3-day conference included an overview of the year for CASA and several discussion items. CASA advocates on a federal level for improvements to post-secondary education for both undergraduate and graduate programs. Their advocacy efforts have resulted in some significant outcomes in the 2018-2019 federal budget, including enhanced funding for Master and Doctoral scholarships.

Internal

ACCESS Outreach – I visited the new ACCESS Outreach team during their open house in CAB. ACCESS Outreach provides direct support to students and their team includes two social workers who work one-on-one with students. Both undergraduate and graduate students can access this support service. For more information about ACCESS Outreach, click [here](#).

Job Shadowing – During many of my meetings this month I had to say goodbye to a lot of people. The good news is that, during these meetings, I also had the opportunity to introduce these folks to Fahed as incoming President, so he will be completely up to speed when his term starts. The other DEOs have been doing the same, so the new VPs will hit the ground running on 1 May.

Key achievements – Included in your package you will find the GSA Board Strategic Work Plan (SWP) Key Achievements document. This document will also be distributed to all stakeholders who received the SWP at the beginning of my team's term. It will serve as an information item for them on what goals we reached this year, and as a heads up to expect a new SWP this Summer.

That was it! In two weeks Fahed will take over, but until that time please don't hesitate to send me an email or knock on my door in Triffo Hall, I always like to hear from you!

Thanks,

Sasha van der Klein, President

Please find below a list of meetings I attended between 18 March 2019 and 15 April 2019. The meetings were accurate at the time of printing. Please note that I was on Academic Leave from 3-5 April 2019.

19-22 March	Canada Alliance of Student Associations (CASA) Conference
25 March	GSA Directly-Elected Officers (DEOs) Transition
26 March	Meeting with S Dew, Provost and Vice-President (Academic)
26 March	Three-Minute Thesis (3MT) Finals
27 March	General Faculties Council Academic Planning Committee (GFC APC)
28 March	Alberta Graduate Provincial Advocacy Council (ab-GPAC) Board of Directors Meeting
28 March	ACCESS Outreach Team Open House
28 March	Monthly Meeting with A Costopoulos, Dean of Students
29 March	Governors Emeritus Members (GEM) Meeting
29 March	GSA Coffee Break
1 April	Meeting with N van Kuppeveld, Alberta Graduate Provincial Advocacy Council (ab-GPAC) Executive Director
1 April	PAW Strategic Operating Committee (PAWSOC)
2 April	Meeting with K Wray, President of the Indigenous Graduate Students' Association (IGSA)
11 April	Meeting with D Burshtyn, Faculty of Graduate Studies and Research (FGSR) Interim Dean
11 April	General Faculties Council Student Conduct Policy Committee (GFC SCPC)
11 April	Taking Care of Our Campuses: UAlberta's Asset Management Strategy Town Hall
11 April	Faculty of Graduate Studies and Research (FGSR) Graduate Student Teaching Awards
12-13 April	Alberta Graduate Provincial Advocacy Council (ab-GPAC) Transition Meeting
15 April	Meeting with N van Kuppeveld, Alberta Graduate Provincial Advocacy Council (ab-GPAC) Executive Director

**GSA Board
Report to GSA Council for the 15 April 2019 Meeting**

To: GSA Council
 From: Courtney Thomas, Executive Director; Julie Tanguay, Associate Director; and Lisa Hareuther, Assistant Director
 Date: 12 April 2019

The GSA Board (GSAB) reports regularly to GSA Council by listing its agenda items, Motions/agreements, and main items of discussion (meeting reports are also offered at each meeting). Motions of Agenda approval and approval of the Minutes are not included unless there were amendments made. Closed session items are not minuted. GSA Council members are always able to ask questions about items that were discussed in closed session. Open session Minutes are available upon request. The President, Vice-Presidents, and the administrative team will be happy to answer any questions or provide more information at the GSA Council meeting. Also see the weekly Management Reports to the GSAB in Item 20 (Executive Director's Report to GSA Council) on pages 20.1 – 20.4.

20 March 2019 GSA Board Meeting:

Main Agenda Items:

GSA Academic Travel Grants, Child Care Grants, and Emergency Bursaries: Reallocation of Graduate Student Support Fund Rolling Opening Balances; TD Insurance Meloche-Monnex Annual Report for the Period Ending 31 December 2018: To Receive for Information; and Meeting reports.

Motions and Agreements:

MOTION: That the GSA Board **APPROVE** the reallocation of the amounts remaining in the budgets and contingency budgets for GSA Academic Travel Grants, Child Care Grants, and Emergency Bursaries (approximately \$120,000 in total) as follows: ~\$10,000 to the budget line for Emergency Bursaries, ~\$38,460 to the budget line for Academic Travel Grants, and ~\$71,425 to the budget line for Child Care Grants. ZP **MOVED**. BR Seconded. **CARRIED**.

MOTION: That the GSA Board **RECEIVE FOR INFORMATION** the attached semi-annual participation report, as provided by TD Meloche Monnex Insurance. ZP **MOVED**. MA Seconded. **CARRIED**.

27 March 2019 GSA Board Meeting:

Main Agenda Items:

Approval of Changes to Dental Coverage Under the GSA Health and Dental Plan; GSA Board Strategic Work Plan: Final Update to GSA Council; and Meeting reports.

Motions and Agreements:

MOTION: That the GSA Board **RECOMMEND TO GSA COUNCIL** that dental coverage under the GSA Health and Dental Plan be increased from an annual maximum of \$500 per Plan member per policy year to an annual maximum of \$650 per Plan member per policy year to begin 1 September 2019. SvK **MOVED**. BR Seconded. **CARRIED**.

3 April 2019 GSA Board Meeting:

Main Agenda Items:

Campus Food Bank Strategic Plan; Recommended Changes to GSA Bylaw and Policy on GSA Recognition Awards; and Meeting reports.

Motions and Agreements:

MOTION: That the GSA Board **RECOMMEND TO GSA COUNCIL**, having also been unanimously recommended by the GSA Governance Committee, the recommended changes to GSA Bylaw and Policy, Section O: GSA Recognition Awards, GSA Policy, GSA Recognition Awards and Adjudication Criteria as noted in the attached double column document and effective upon approval by GSA Council. ZP **MOVED**. MA Seconded. **CARRIED**.

10 April 2019 GSA Board Meeting:

Main Agenda Items:

FGSR Learning Outcomes Discussion

Motions and Agreements: None

**GSA Vice-President Academic
Report to GSA Council for the 15 April 2019 Meeting**

To: GSA Council
From: Masoud Aliramezani
Date: 12 April 2019

Dear Council Colleagues,

I hope you are all doing well.

This report is almost my last report to GSA Council, as my term ends at the end of April. I would like to congratulate the new GSA Directly-Elected Officers and wish them the best in the upcoming year. I would like to also extend my appreciation to all my colleagues in GSA Council and to my fellow graduate students who have been supporting us throughout the past year.

In the past month, I have attended several meetings, and I am going to highlight some important ones in this report.

I attended the Faculty and Graduate Students and Research (FGSR) Council in March where the PhD minimum funding package proposal was discussed briefly. The FGSR is continuing to distribute this proposal and seeking input from different stakeholders around campus, including Deans' Council. This will be an ongoing effort and I am sure that the GSA will be advocating for this throughout the process.

I have also been collaborating with the FGSR Learning Outcomes Framework Working Group to develop templates for PhD degree learning outcomes. The working group presented the scope of this project to FGSR Council in March for pre-consultation and will bring the updated draft to FGSR Council in April for a more detailed consultation. As I mentioned in my previous report to GSA Council, I have also been participating in two of the sub-groups (Scoping Exercise and Guide for Graduate Program Learning Objectives and Assessment) that work on developing on more specific aspects of the new framework.

Lastly, GSA DEO transition training was carried out on 25 March. During transition, as Zhihong also reports, the incoming and the outgoing DEOs discussed the ongoing and upcoming projects for the GSA and the challenges associated with them. The incoming VP Academic, Dylan, and I have also been having separated discussions about the ongoing and upcoming projects related to the VP Academic's portfolio.

Should you have any questions or comments about this report, please let me know, and I will be more than happy to answer. Please do not hesitate to share your suggestions or concerns regarding any academic-related issue you or anyone from your department may have.

Warm Regards,

Masoud Aliramezani, Vice-President Academic

Please find below a list of meetings I attended between 18 March 2019 and 15 April 2019. The meetings were accurate at the time of printing.

20 March	Faculty of Graduate Studies and Research (FGSR) Council
22 March	GSA Awards Night
25 March	GSA Directly-Elected Officers (DEOs) Transition
2 April	Faculty of Graduate Studies and Research (FGSR) Council Learning Outcomes Working Group
11 April	Meeting with D Burshtyn, Faculty of Graduate Studies and Research (FGSR) Interim Dean
11 April	Faculty of Graduate Studies and Research (FGSR) Graduate Student Teaching Awards
15 April	Provost's Digital Learning Committee (PDLC) Meeting
15 April	General Faculties Council Executive Committee (GFC Exec)

**GSA Vice-President External
Report to GSA Council for the 15 April 2019 Meeting**

To: GSA Council
From: Zhihong Pan
Date: 12 April 2019

Dear Council Colleagues,

I hope that everybody is enjoying the last days of the semester. It's almost my last Council report and I have to say goodbye to you guys. Every journey has an end but it has really been a great year of working with you. The following is a summary of meetings and events I have been involved with since last month.

Residence related meetings

I have attended the Residence Advisory Committee (RAC) meeting, where we discussed two surveys associated with residences. One is the Scion Survey about residence accommodations, related to the occupancy management plan, and a comparison of rent and associated fees between on and off campus housing. The other one is the Benchmarking Survey, which asks specific questions about residents' experience and about their levels of wellbeing.

Provincial advocacy group meetings

I attended, along with Sasha, the Alberta Graduate Provincial Advocacy Council (ab-GPAC) Board meeting. During the meeting we discussed questions sent to the different political parties regarding graduate student issues. You can view their responses on the [ab-GPAC website](#). Also, we discussed changes to the membership of the organization as well as the establishment of a contingency fund. In addition, we reviewed the new ab-GPAC Election Policy and discussed the transition meeting. For the ab-GPAC Governance Committee meeting, we discussed the organization's Financial Control Policy and the committee's work plan. In addition, we discussed recommendations concerning our advocacy priorities for next year (including graduate family support) and the need for ongoing consultation with Indigenous stakeholders.

Other meetings and events

Along with other Directly-Elected Officers (DEOs), I attended GSA Awards Night. The event was excellent and we had the opportunity to learn more about the outstanding recipients. Also, I attended the GSA DEOs transition and I want to take this opportunity to welcome the new GSA Vice-President External, Marc Waddingham, and the rest of the 2019-2020 team. I wish them all the best in the year ahead. As Masoud also reports, during the transition, we recapped what we have done during the last year and shared our own experience regarding our portfolio. We also communicated with the incoming DEOs thoughts for the next year. Another meeting I've attended is the Council on Student Affairs (COSA), during which there was a presentation on student learning analytics. The general idea of this concept is to track students' learning analytics data and to generate a report that can be shared with feedback or recommendations to help them improve their academic performance. However, this initiative is still at the planning stage. Further discussions and consultation will occur over the next months.

Alberta Graduate Citizenship Award

Over the past few months, I have worked with Advanced Education as they embark on a redesign of awards and scholarships they provide to students. One big change is that international graduate

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students will be eligible to apply and receive more awards than in the past. Another big change is the removal of the Alberta Graduate Citizenship Award that the GSA Awards and Selection Committee have been adjudicating. Consequently, it is my understanding that the GSA Governance Committee will be making editorial changes to GSA Bylaw and Policy to remove any references to the Graduate Citizenship Award.

At the end, as always, if you need more information or have any questions regarding the meetings that I have attended this past month, do not hesitate to contact me.

Zhihong Pan, Vice-President External

Please find below a list of meetings I attended between 18 March 2019 and 15 April 2019. The meetings were accurate at the time of printing.

21 March	Residence Advisory Committee (RAC)
22 March	GSA Awards Night
25 March	GSA Directly-Elected Officers (DEOs) Transition
26 March	Equity, Diversity, and Inclusion (EDI) Scoping Group Meeting
28 March	Alberta Graduate Provincial Advocacy Council (ab-GPAC) Board of Directors Meeting
29 March	University Research Policy Committee (URPC)
29 March	GSA Coffee Break
1 April	Community Engagement Advisory Committee Meeting
2 April	Council on Student Affairs (COSA)
10 April	Alberta Graduate Provincial Advocacy Council (ab-GPAC) Governance Committee Meeting
11 April	Residence Advisory Committee (RAC)
12-13 April	Alberta Graduate Provincial Advocacy Council (ab-GPAC) Transition Meeting

**GSA VP Labour
Report to GSA Council for the 15 April 2019 Meeting**

To: GSA Council
From: Beth Richardson
Date: 12 April 2019

Dear Council Colleagues,

It's the end of the semester, which means finals (or marking finals, or both...). I wish everyone luck with the end of the semester and the summer months, since this is almost my final report as GSA VP Labour. I am sincerely looking forward to being able to return to my spreadsheets full-time, but if you ever see me around campus feel free to come and say hello!

Campus Facilities Safety and Security

The second annual Personal Safety Survey is being released in the next few weeks from the office of Risk Management. If you would like to contribute your views on how the university can improve safety and security for all community members on the U of A campus, please make sure you fill it out. The GSA will share it in our newsletter.

Labour Rights 101

I presented another Labour Rights 101 session for the Earth and Atmospheric Sciences Students' Society (which has the awesome name ATLAS), and it was very successful! We had a really in-depth discussion of labour rights and workers' rights for graduate students, the Collective Agreement, and other issues affecting the ATLAS students in particular. I will encourage my successor to continue offering these presentations to as many departmental GSAs as possible in the next academic year when all students return to campus, but if you would like to get in touch to arrange a time for the GSA to visit your department sometime over the summer, please get in touch!

Collective Agreement

Negotiations for the new Graduate Student Assistantship Collective Agreement (CA) are ongoing, and we are hoping to come to a preliminary agreement (subject to ratification by the bargaining unit) soon. **If you are in the bargaining unit, please make sure you read my labour relations emails to ensure that you have all the relevant information for this vote.** I will be working with the GSA Labour Relations Committee to spread the word as widely as possible about the terms of the new CA before any vote takes place, so look out for that if you're interested in the negotiations.

As always, please don't hesitate to contact me – or my successor, Mohammad Shanawaz – if you have any questions, comments or concerns around your work, safety, or wellbeing at the U of A.

Best wishes,
Beth Richardson, your Vice-President Labour

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Please find below a list of meetings I attended between 18 March 2019 and 15 April 2019. The meetings were accurate at the time of printing. Please note that I was on Academic Leave on 10-11 April 2019.

19 March	Meeting with a Graduate Student
22 March	GSA Awards Night
25 March	GSA Directly-Elected Officers (DEOs) Transition
26 March	Three-Minute Thesis (3MT) Finals
27 March	GSA Office Hours
28 March	Monthly Meeting with A Costopoulos, Dean of Students
29 March	GSA Coffee Break
2 April	Meeting re Graduate Student Assistantship Collective Agreement
3 April	GSA Office Hours
4 April	Presentation on the Graduate Student Assistantship Collective Agreement
12 April	Meeting with a Graduate Student
15 April	Sexual Violence Response Committee Meeting

**GSA Vice-President Student Services
Report to GSA Council for the 15 April 2019 Meeting**

To: GSA Council
From: Fahed Elian
Date: 12 April 2019

Dear Council Colleagues,

Finally, spring is here, and things are starting to feel better already! My thoughts are with those of you who are writing exams and getting all these papers and proposals ready for submission. You got this: keep pushing and good luck!

When I started writing this report, I got this bittersweet feeling, I believe it's because I am getting excited and looking forward to the next phase of my GSA journey as President, but also because I know it's time to say goodbye to my current team. For Sasha, Masoud, Beth, and Zhihong, thank you from the bottom of my heart. I had a great time working with you. Last year was full of laughs, challenges, meetings, advocacy, and great memories. We worked as one team, we had lots of goals to achieve and we did it. Good luck in your career and in whatever the future brings to you.

For the incoming team, I am very excited to start our journey and to work with all of you. We have a few political uncertainties considering the upcoming provincial and federal elections, but as always, we will be ready to face any challenges and to work together as a team and for the best of our association and its members.

I am happy to share my activities and to give you a brief update of the meetings I attended in the last month.

GSA Awards Night

I would like to congratulate all the recipients for their amazing work. I was amazed at every recipient's work and accomplishments; our graduate students do great things not only in their specific field of studies but also in various other fields to contribute to make society better. Thank you for your work. I had lots of fun meeting and socializing with some of the graduate student recipients who attended the event. Finally, I would like to thank the GSA office, who organized a great event.

Supporting Following a Campus Death Working Group Meeting

This is a newly structured committee that will discuss best practices and strategies to provide support after a death on campus. The couple meetings we had this past month were mostly about discussing the mandate and the projected end goal of this group. This Working Group is still in early stages of its work and the incoming VP Student Services, Chantal, will be taking the lead once her term starts in May.

Board of Governors Governance Committee

I attended this meeting as an observer as my term will officially starts only on 1 May. Last year the Students' Union sat on this Board of Governors Standing Committee and I am excited to serve there this

year. At this meeting, I raised the possibility of discussing student-supervisory relationship on the Board Learning and Discovery Committee and am hopeful that a discussion will be initiated.

Please do not hesitate to contact me if you have any questions or if you require further information about any of the meetings I attended. Also, please reach out if you have any ideas, suggestions, concerns, or comments, I would be more than happy to hear from you.

Sincerely,
Fahed Elian, Vice-President Student Services

Please find below a list of meetings I attended between 18 March 2019 and 15 April 2019. The meetings were accurate at the time of printing.

22 March	GSA Awards Night
25 March	GSA Directly-Elected Officers (DEOs) Transition
27 March	Supports Following a Campus Death Working Group Meeting
28 March	Campus Clean Air Strategy Working Group
28 March	Monthly Meeting with A Costopoulos, Dean of Students
29 March	GSA Coffee Break
1 April	PAW Strategic Operating Committee (PAWSOC)
5 April	Board of Governors Governance Committee (BoG GC)
9 April	Support Following a Campus Death Working Group
11 April	Meeting with D Burshtyn, Faculty of Graduate Studies and Research (FGSR) Interim Dean
11 April	Campus Clean Air Strategy Working Group
11 April	Campus Food Bank Board Meeting
12-13 April	Alberta Graduate Provincial Advocacy Council (ab-GPAC) Transition Meeting

**GSA Nominating Committee
Report to GSA Council for the 15 April 2019 Meeting**

To: GSA Council
From: Radim Barta
Date: 12 April 2019

Dear Council Colleagues,

The report from the GSA Nominating Committee (GSA NoC) this month is a summary of discussions/decisions the committee has made since its last report, together with a list of all vacancies filled and those which will be filled shortly.

GSA Policy governing the GSA NoC is located in GSA Bylaw and Policy, Section E: Nominating. As provided for in its Terms of Reference, the GSA NoC has been conducting business via e-mail.

Sincerely,

Radim Barta, Chair of the GSA NoC

GSA Councillor-at-Large By-Election

1) GSA Councillor-at-Large (5 Graduate Student Positions)

Following the 2019 GSA General Election, five (5) out of ten (10) Councillor-at-Large positions remained vacant. As per GSA Bylaw and Policy, GSA Council fills any remaining positions from nominations forwarded by the GSA NoC (Section I: Elections, GSA Policy, Elections, Section I.POL.16.3). These positions were first advertised in the GSA newsletters of 29 March 2019 with a nomination deadline of 10 April 2019. Four (4) nominations were received. **See Item 8 – Nominees for GSA Councillor-at-Large By-Election.**

GSA Standing Committees

1) GSA Budget and Finance Committee (GSA BFC) (One (1) GSA Council Member Position)

Information regarding the position for one (1) GSA Council member was circulated on two (2) instances via email to GSA Council with a deadline of 10 April 2019. One (1) nomination was received. There will be a paper ballot vote. **See Item 8a – Nominee for GSA Budget and Finance Committee.**

2) GSA Governance Committee (GSA GC) (One (1) GSA Council Member Position)

Information regarding the position for one (1) GSA Council member was circulated on two (2) instances via email to GSA Council with a deadline of 10 April 2019. No nominations were received. These positions will be advertised again.

3) GSA Board (GSAB) (Two (2) GSA Council Member Position)

Information regarding the positions for two (2) GSA Council members was circulated on two (2) instances via email to GSA Council with a deadline of 10 April 2019. No nominations were received. These positions will be advertised again.

External Committees

1) General Faculties Council (GFC) (Fourteen (14) Graduate Student Positions)

The fourteen (14) vacant positions for the 2019-2020 term on GFC were first advertised in the GSA newsletter of 1 March 2019 with a nomination deadline of 25 March 2019. Thirteen (13) nominations were received. **Meijun Chen, Kelly Hobson, Osman Hojanepesov, Peter Anto Johnson, Rajesh Kumar, Habba Mahal, Milad Nazarahari, Alesha Reed, Milad Rezvani Rad, Lindy Schaffrick, Dhanvanth Soora, Shahed Taghian Dehaghani, and Ding Xu** were elected to serve on the GFC.

The remaining one (1) vacant position was first advertised in the GSA newsletter of 29 March 2019 with a nomination deadline of 8 April 2019. Three (3) nominations were received. **Natalie Diether** was elected to serve on the GFC.

Current Vacancies

1) GSA Senator (One (1) Graduate Student Position)

As per GSA Bylaw and Policy, “nominations for Senator will open on or about April 1 of every year. The nomination period will normally be one (1) month” (Section D: GSA Officers, GSA Bylaw, GSA Officers, Council-Elected Officers, Section D.BYL.3.2.a). This position was first advertised in the GSA newsletter of 5 April 2019. The nomination deadline to apply for this position is 8 May 2019.

**GSA Executive Director
Report to GSA Council for the 15 April 2019 Meeting**

To: GSA Council
From: Courtney Thomas
Date: 12 April 2019

Dear GSA Council Members,

The GSA's fiscal year ended on March 31 and we are now undertaking our year-end financial reconciliation process as we prepare for our annual audit. Within the office, we have also been focused on on-boarding the incoming team of Directly-Elected Officers by facilitating a day-long transition session (held on 25 March), job shadowing, and a series of individualized training sessions customized to portfolios.

Additionally, the annual strategic planning cycle has begun and we are preparing for the work associated with the development of the next GSA Board Strategic Work Plan (SWP). As will be discussed at Monday's meeting, the first step in the development of the next SWP is reviewing the initiatives undertaken and goals achieved in the current year. The outgoing team of Directly-Elected Officers (DEOs) have achieved a great deal in their terms (including but not limited to, advocacy efforts that resulted in measures such as the government's approval of Bill 19 and the creation of proposals related to guaranteed minimum funding packages, a redesign of the GSA's communications to encourage enhanced engagement with the organization, expansions in coverage to the GSA Health and Dental Plan, and increases to the Graduate Student Support Fund, which will allow the GSA to provide even more funding to graduate students in the form of Academic Travel Grants, Child Care Grants, and Emergency Bursaries).

The office support team is excited to welcome and work with the incoming team of DEOs and very thankful for the hard work, commitment, and collaborative nature of the outgoing team.

I am happy to answer any questions.

Best,

Courtney Thomas, Executive Director

Management Report to the GSA Board, 20 March 2019

Management has been engaged with the following issues since the last GSA Board meeting on 13 March 2019:

Strategic

- Meeting with a consultant to potentially assist the GSA in developing a marketing strategy in light of possible voluntary student unionism in Alberta.
- Researching policies related to the adjudication of scholarships and awards at other Canadian post-secondary institutions.
- Planning of transition for newly Directly-Elected Officers.
- Strategic discussion around rate increases to GSAP and preparing for a meeting with representatives from Counselling and Clinical Services concerning the program.
- Forward planning concerning the development of the next GSA Board Strategic Work Plan and developing a survey of GSA members.
- GSA Council action and preparing for the next GSA Council meeting.
- Work associated with the Collective Agreement and supporting negotiations processes and contacting a consultant concerning best practices with respect to strike fund establishment, maintenance, growth, and utilization.
- Preparing for a debrief of the 2019 GSA General Election with the GSA Elections and Referenda Committee.

Grants and Office Operations

- Final preparations for GSA Awards Night (22 March).
- Supporting the work of the GSA Elections and Referenda Committee and the GSA Nominating Committee (vacancies on General Faculties Council, Visiting Lectureship on Human Rights Selection Committee, and the GSA Nominating Committee).
- Facebook = 1,290 likes (up 6 from 13 March); Facebook posts reached 934 users this week and our “post engagement” count was 256. Twitter = 932 followers (up 3 from 13 March); our tweets earned 4,500 “impressions” over the last week.
- GSA Academic Travel Grants = new funding period started 1 January; GSA Child Care Grants = new funding period started 1 January and closed on 22 January; GSA Emergency Bursaries = new funding year started 1 April (there are no funding periods for GSA Emergency Bursaries); GSA Graduate Student Group Grants = new funding period started 1 January.

Management Report to the GSA Board, 27 March 2019

Management has been engaged with the following issues since the last GSA Board meeting on 20 March 2019:

Strategic

- Internal discussions following a meeting with a consultant to potentially assist the GSA in developing a marketing strategy in light of possible voluntary student unionism in Alberta.
- Transition for newly Directly-Elected Officers.
- Strategic discussions concerning updates to the GSA website.
- Reconciling the GSA's finances in advance of the end of the 2018-2019 fiscal year and in preparation for the annual audit.
- Forward planning concerning the development of the next GSA Board Strategic Work Plan and developing a survey of GSA members.
- Preparing for the next GSA Council meeting and drafting GSA reports to various external bodies.
- Work associated with the Collective Agreement and supporting negotiations processes and contacting a consultant concerning best practices with respect to strike fund establishment, maintenance, growth, and utilization.
- Preparing for a debrief of the 2019 GSA General Election with the GSA Elections and Referenda Committee.

Grants and Office Operations

- GSA Awards Night and GSA coffee break organizing/hosting.
- Supporting the work of the GSA Elections and Referenda Committee and the GSA Nominating Committee (vacancies on General Faculties Council).
- Facebook = 1,289 likes (down 1 from 20 March); Facebook posts reached 369 users this week and our "post engagement" count was 81. Twitter = 935 followers (up 3 from 20 March); our tweets earned 1,700 "impressions" over the last week.
- GSA Academic Travel Grants = new funding period starts 1 April (79 applications funded and \$37,034.96 disbursed in the current period); GSA Child Care Grants = new funding period starts 1 April (62 applications funded and \$92,000 disbursed in the current period); GSA Emergency Bursaries = no funding periods for GSA EBs (25 applications funded and \$88,496 disbursed since 1 April 2018); GSA Graduate Student Group Grants = new funding period starts 1 April (11 applications funded and \$9,250 disbursed). Breakdown of grants for 2018-2019 fiscal year: GSA Academic Travel Grants = 735 applications funded and \$341,819.45 disbursed; GSA Child Care Grants = 226 applications funded and \$364,000 disbursed; GSA Emergency Bursaries 25 applications funded and \$88,496 disbursed; GSA Graduate Student Group Grants = 31 applications funded and \$25,501.23 disbursed.

Management Report to the GSA Board, 3 April 2019

Management has been engaged with the following issues since the last GSA Board meeting on 27 March 2019:

Strategic

- Internal discussions following a meeting with a consultant to potentially assist the GSA in developing a marketing strategy in light of possible voluntary student unionism in Alberta (working on designing a poster and updating the GSA website to feature member benefits more prominently while we await a proposal from the marketing firm).
- Reviewing the various party election platforms related to the upcoming provincial election.
- Reconciling the GSA's finances in advance of the end of the 2018-2019 fiscal year and in preparation for the annual audit.
- Replenishment of the GSA Labour Relations Committee and preparing for an upcoming meeting.
- Forward planning concerning the development of the next GSA Board Strategic Work Plan and beginning to organize an initial draft.
- Preparing for the next GSA Council meeting (first mailing is this Friday).
- Work associated with the Collective Agreement and supporting negotiations processes and contacting a consultant concerning best practices with respect to strike fund establishment, maintenance, growth, and utilization.
- Preparing for a meeting to debrief the 2019 GSA General Election with the GSA Elections and Referenda Committee.

Grants and Office Operations

- GSA coffee break organizing/hosting.
- Work flow scheduling and planning around staff vacations.
- Supporting the work of the GSA Elections and Referenda Committee and the GSA Nominating Committee (vacancies on General Faculties Council the GSA Board, the GSA Governance Committee, and the GSA Budget and Finance Committee).
- Facebook = 1,293 likes (up 4 from 27 March); Facebook posts reached 39 users this week and our "post engagement" count was 14. Twitter = 938 followers (up 3 from 27 March); our tweets earned 861 "impressions" over the last week.
- GSA Academic Travel Grants = new funding period started 1 April; GSA Child Care Grants = new funding period started 1 April and closed within two hours (66 applications funded and \$127,000 disbursed); GSA Emergency Bursaries = no funding periods for GSA EBs; GSA Graduate Student Group Grants = new funding period started 1 April.

Management Report to the GSA Board, 10 April 2019

Management has been engaged with the following issues since the last GSA Board meeting on 3 April 2019:

Strategic

- Working on designing a poster and updating the GSA website to feature member benefits more prominently in light of possible voluntary student unionism in Alberta, and following up with the marketing firm consulted earlier concerning their proposal concerning GSA member outreach.
- Reviewing the various party election platforms related to the upcoming provincial election.
- Working on a union vision/mission statement and a handbill to spread awareness of the GSA's role as a union (part of the labour communications developed with the Vice-President Labour).
- Replenishment of the GSA Labour Relations Committee and preparing for an upcoming meeting.
- Forward planning concerning the development of the next GSA Board Strategic Work Plan and beginning to organize an initial draft.
- Preparing for the second mailing of GSA Council material (happening this Friday).
- Work associated with the Collective Agreement and supporting negotiations processes and contacting a consultant concerning best practices with respect to strike fund establishment, maintenance, growth, and utilization.
- Preparing for a meeting to debrief the 2019 GSA General Election with the GSA Elections and Referenda Committee (reviewing a list of issues compiled during the course of the election).

Grants and Office Operations

- GSA coffee break organizing/hosting (planning to invite graduate student group executives to the next one).
- Updating the office furniture inventory following the refit of the Rainbow Room and Google Drive folder clean out.
- Supporting the work of the GSA Elections and Referenda Committee and the GSA Nominating Committee (vacancies on the GSA Board (2), the GSA Governance Committee (1), the GSA Budget and Finance Committee (1), and for Councillors-at-Large (5), and opening nominations for the position of GSA Senator).
- Facebook = 1,299 likes (up 6 from 3 April); Facebook posts reached 829 users this week and our "post engagement" count was 523. Twitter = 941 followers (up 2 from 3 April); our tweets earned 1,200 "impressions" over the last week.
- GSA Academic Travel Grants = new funding period started 1 April; GSA Child Care Grants = new funding period started 1 April and closed within two hours (66 applications funded and \$127,000 disbursed); GSA Emergency Bursaries = no funding periods for GSA EBs; GSA Graduate Student Group Grants = new funding period started 1 April.