

## GSA Council Meeting CONSOLIDATED AGENDA

Monday, 18 March 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 (in accordance with the Standing Orders of GSA Council). 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 18 March 2019 Agenda
2. Approval of the Minutes from the 25 February 2019 GSA Council Meeting  
*Attachment:*
  - i. Minutes from the 25 February 2019 GSA Council Meeting **2.0 - 2.6**
3. Changes in GSA Council Membership
  - i. Introduction of New Councillors (*If you are new to GSA Council, please let us know it is your first meeting*)
  - ii. Farewell to Departing Councillors (*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

### Action Items

5. GSA Health and Dental Plan Fee for 2019-2020  
**Fahed Elian (Vice-President Student Services) will present the item and introduce the guests.**

**Guests:** Kristin Foster, Director of Partnership & Development, Studentcare, and Colten Yamagishi, Program Manager, Studentcare

*Attachments:*

- i. Cover Letter from the GSA President and Vice-President Student Services to GSA Council **5.0**
- ii. Outline of Issue **5.1**
- iii. Recommended 2019-2020 GSA Health and Dental Plan Fee: Analysis from Studentcare **Confidential**

**Reminder:** A Health and Dental 101 session is scheduled for 15 March 2019 from 1 – 2:30 PM in 1-31 Triffo Hall.

6. 2019 GSA General Election Results: To Receive for Information For the Purposes of Transferring Banking Signing Authority  
**Vahid Ayan (Chief Returning Officer) will present the item.**

*Attachment:*

- i. Outline of Issue 6.0

**7. Recommended Changes to GSA Bylaw and Policy on Membership  
Sasha van der Klein (President) will present the item.**

*Attachments:*

- i. Outline of Issue 7.0
- ii. Recommended Changes to GSA Bylaw and Policy on Membership: Double Column 7.1 - 7.2
- iii. Recommended Changes to GSA Bylaw and Policy on Membership: Track Changes Document 1 - 102

**8. Recommended Changes to GSA Policy on Grants and Bursaries  
Sasha van der Klein (President) and Fahed Elian (Vice-President Student Services) will present the item.**

*Attachments:*

- i. Cover Letter from the GSA President and Vice-President Student Services to GSA Council 8.0
- ii. Outline of Issue 8.1
- iii. Recommended Changes to GSA Policy on Grants and Bursaries: Double Column 8.2 - 8.19

**Elections**

**9. GSA Council Elections  
Pranidhi Baddam (GSA Speaker) will present the item.**

GSA Standing Committees

a. GSA Nominating Committee (GSA NoC) (1 vacancy)

*Attachment:*

- i. Nominees for the GSA NoC (1 vacancy) 9.0 - 9.1

**Discussion Items:** None at this time

**Reports**

- 10. President (Sasha van der Klein, President)**
  - i. President's Report 10.0 - 10.1
  - ii. GSA Board Report 10.2
  - iii. GSA Budget and Finance Committee Report 10.3
  - iv. GSA Governance Committee Report 10.4
- 11. Vice-President Academic (Masoud Aliramezani, Vice-President Academic)**
  - i. Vice-President Academic's Report 11.0 - 11.1
- 12. Vice-President External (Zhihong Pan, Vice-President External)**
  - i. Vice-President External's Report 12.0 - 12.1
  - ii. GSA Awards Selection Committee Report 12.2
- 13. Vice-President Labour (Beth Richardson, Vice-President Labour)**
  - i. Vice-President Labour's Report 13.0 - 13.1
  - ii. GSA Labour Relations Committee Report (no written report at this time)
- 14. Vice-President Student Services (Fahed Elian, Vice-President Student Services)**
  - i. Vice-President Student Services' Report 14.0 - 14.1

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|---|--------------------|
| <b>15. Senator (Ahsan Ahmed, Senator)</b>   |                    |
| i. Senator's Report (no written report at this time)  |                    |
| <b>16. Speaker (Pranidhi Baddam, Speaker)</b>   |                    |
| i. Speaker's Report   | <b>16.0</b>        |
| <b>17. Chief Returning Officer (Vahid Ayan, Chief Returning Officer)</b>                                      |                    |
| i. Chief Returning Officer's Report   | <b>17.0</b>        |
| <b>18. GSA Nominating Committee (Radim Barta, GSA Nominating Committee Chair)</b>                             |                    |
| i. GSA Nominating Committee Report  | <b>18.0 - 18.1</b> |
| <b>19. GSA Elections and Referenda Committee (Leigh Spanner, GSA Elections and Referenda Committee Chair)</b> |                    |
| i. GSA Elections and Referenda Committee Report   | <b>19.0</b>        |
| <b>20. GSA Management (Courtney Thomas, Executive Director)</b>   |                    |
| i. Executive Director's Report  | <b>20.0 - 20.3</b> |

**Question Period**

- 21. Written Questions (none at this time)**
- 22. Oral Questions**

**Adjournment**

**GSA Council Meeting MINUTES**  
Monday, 25 February 2019 at 6:00 pm  
2-100 University Hall, Van Vliet Complex

**IN ATTENDANCE:**

Sasha van der Klein (President)	Teddy Carter (Business MBA)	Jonathan Lai (Human Ecology)	Khushmol Dhaliwal (Paediatrics)
Masoud Aliramezani (VP Academic)	Rongrong Zhang (Business PhD)	Deanna Starr (IGSA)	David Tandio (Pharmacology)
Fahed Elian (VP Student Services)	Hareem Shafi (Chemical & Materials Engineering)	Kristoffer Angelo Soliven (Internetworking)	Mattia Sorgon (Philosophy)
Pranidhi Baddam (Speaker)	Michael Armstrong (Chemistry)	Janita Frantsi (Kinesiology, Sport & Recreation)	Kimberley Dice (Physical Therapy)
Vahid Ayan (Chief Returning Officer)	Lindsay Moore (Communication Sciences & Disorders)	Jiaao Yu (Lab Medicine & Pathology)	David Purschke (Physics)
Ahsan Ahmed (Senator)	Dylan Ashley (Computing Science)	Julia Guy; Tabatha Plesuk (Library & Info Studies)	Yilun Wu (Physiology)
Peter Jun (Councillor-at-Large)	Julia Piche (Dentistry)	Alexander Rice (Linguistics)	Daniela Gomez (Psychiatry)
Kanishk Patel (Councillor-at-Large)	Kenzie Gordon (Digital Humanities)	Milad Rezvani Rad (Mechanical Engineering)	William Service; Lane Liddle (Psychology)
Marc Waddingham (Councillor-at-Large)	Xavia Publius (Drama)	Nicole Noel (Medical Genetics)	Misha Miazga-Rodriguez (Public Health)
Andrew Woodman (Councillor-at-Large)	Alex Sheen (Earth and Atmospheric Sciences)	Nariman Sepehrvand (Medicine)	Lea Lavy (Religious Studies)
Hongbing Fan (Agriculture, Food & Nutritional Science)	Thomas Mamos (East Asian Studies)	Shahnaz Shahtoosi (Modern Languages and Cultural Studies)	Jared Fath (Renewable Resources)
Megan Paranich (Anthropology)	Areej Alshammiry (Educational Policy Studies)	Subash Giri (Music)	Yicong Luo (Resources Economics & Environmental Sociology)
Brianna Greenwood (Biochemistry)	Chantal Labonté (Educational Psychology)	Rebecca Long (Neuroscience)	Robert Piazza (Secondary Education)
Ruhul Amin (Biological Sciences)	Qingna Jin (Elementary Education)	Jennifer Stevenson (Nursing)	Samantha Wesch (Women's & Gender Studies)
Ashmita De (Biomedical Engineering)	Olivia Cornwall (History & Classics)	Braden Chow (Oncology)	

**Guests:** Debby Burshtyn (Interim Dean of the Faculty of Graduate Studies and Research); Ashley Hynes (ALES; Indigenous Graduate Students' Association (IGSA)); Tara Kappo (IGSA); Kristine Wray (REES; IGSA); Britt Voaklander (IGSA; Public Health); Kirk MacLeod (Board of Governor member); Amin Pourasghar (Mechanical Engineering); Amin Moazeni (Chemistry).

Speaker Pranidhi Baddam in the Chair.

The meeting was called to order at 6:04 PM. Speaker acknowledged the Traditional Territory of Treaty Six.

**Roll Call****1. Roll Call of GSA Council Members in Attendance****Approval of Agenda****2. Approval of the 25 February 2019 Consolidated Agenda**

Members had before them the 25 February 2019 Consolidated Agenda, which had been previously distributed on 22 February 2019. K Gordon **MOVED**; D Ashley **SECONDED**.

Motion **PASSED** unanimously.

**Presentations:****3. Celebration for the New Seat on GSA Council for the Indigenous Graduate Students' Association Representative**

S van der Klein (President) welcomed the members of the Indigenous Graduate Students' Association (IGSA) and introduced guest speaker Rocky Morin. She told a personal story of her own experience learning about the Indigenous Peoples of Canada. She noted that, as an international student, she did not even know what 'indigenous' meant and that she had learned a lot working at the GSA and even more through working with the IGSA. S van der Klein further explained the path that led to the creation of the seat on GSA Council for an Indigenous graduate student (as elected by the IGSA) and the work put in to make this happen. She added that this was a partnership effort between the GSA and the IGSA. S van der Klein then explained the significance of the presence of R Morin and the custom of the gifting of tobacco, and then invited R Morin to speak.

R Morin greeted GSA Council members in Cree, thanked S van der Klein for her offering of tobacco, and explained the significance of the offering to GSA Council members. He also spoke about the importance of acknowledging the land, the significance of the drumbeat, and the importance of reconciliation. R Morin then shared a song with GSA Council members, and invited them to connect with the drumming in their own way in that moment.

S van der Klein thanked the guest for his contribution and introduced the new GSA Council member, IGSA representative Deanna Starr and invited her to introduce herself. D Starr offered information about her background and offered thanks to S van der Klein, R Morin, and Teddy Carter (IGSA members and GSA Councillor). The IGSA then shared tea and bannock with GSA Council to celebrate the creation of their GSA Council seat.

**Approval of Minutes****4. Minutes from the 28 January 2019 GSA Council meeting**

Members had before them the 28 January 2018 GSA Council Minutes, which had been previously distributed on 15 February 2019. K Gordon **MOVED**; D Ashley **SECONDED**.

Motion **PASSED**. X Publius Abstained.

**Changes in GSA Council Membership****5. Changes in GSA Council Membership**

- i. **Introduction of New GSA Council Members:** T Mamos (East Asian Studies); J Guy (Library & Info Studies).
- ii. **Farewell to Departing GSA Council Members:** None.

**Councillor Announcements****6. Councillor Announcements**

S van der Klein (President) reminded GSA Council that there will be another Labour Town Hall on 5 March 2019 at 10:00 AM and encouraged all academically-employed graduate students to attend and provide feedback.

K Gordon (Digital Humanities Councillor and GSA Nominating Committee Vice-Chair) informed GSA Council of the creation of a graduate student component to the University Signature Area: Research at the Intersection of Gender. She added that there would be a workshop aiming to make connections with students working on projects in gender related studies. Details will be circulated.

J Lai (Human Ecology Councillor) invited graduate students to attend Engage MacEwan: Building Innovative Community Research Partnerships taking place 5 March 2019 in MacEwan Roundhouse. More information can be found [here](#).

S Wesch (Women's and Gender Studies Councillor) informed GSA Council of the Women's and Gender Studies Graduate Conference on 16 March 2019 and an associated workshop on 15 March 2019. Both events are open to all and details will be circulated.

**Action Items:****7. Annual Operating and Capital Budget (2019-2020) and Restricted and Other Funding Budget (2019-2020) AND Annual Operating AND Annual Operating and Capital Three-Year Budget/Business Plan (2019-2022) and Restricted and Other Funding Three-Year Budget/Business Plan (2019-2022).**

Svan der Klein (President) presented the items. S Ball (Accountant) and D Sheikh (Financial Manager) were present to answer questions.

- i. **MOTION BEFORE GSA COUNCIL:** That GSA Council **APPROVE**, having been unanimously recommended by the GSA Budget and Finance Committee and the GSA Board, the Annual Operating and Capital Budget (2019-2020) (found on pages 7.4 to 7.12 in the attached material in the “2019-2020 Budget for Approval” column bordered in red on each page) and the Restricted and Other Funding Budget (2019-2020) (found on page 7.24 in the attached material in the “2019-2020 Budget for Approval” column bordered in red).

S van der Klein noted the recommendation for a 2% decrease to the GSA fee, while still achieving a balanced budget. She added that the Three-Year Budget/Business Plan also detailed a plan to decrease the GSA fee by 2% each year for the next two years. She noted that this reduction would still allow for a balanced budget and planned increases to services for graduate students including increases to the amount of subsidies currently offered to the Campus Food Bank (founded by the GSA), Writing Resources, and the Career Centre. She also noted that another highlight of the 2019-2020 budget was the maintenance of a budget line to facilitate accessing a consultant to assist with ongoing work associated with the development of a strike fund. There were no questions.

**MOTION:** That GSA Council **APPROVE**, having been unanimously recommended by the GSA Budget and Finance Committee and the GSA Board, the Annual Operating and Capital Budget (2019-2020) (found on pages 7.4 to 7.12 in the attached material in the “2019-2020 Budget for Approval” column bordered in red on each page) and the Restricted and Other Funding Budget (2019-2020) (found on page 7.24 in the attached material in the “2019-2020 Budget for Approval” column bordered in red). F Elian **MOVED**; M Waddingham **SECONDED**.

Motion **PASSED**. X Publius Abstained.

- ii. **MOTION BEFORE GSA COUNCIL:** That GSA Council **RECEIVE FOR INFORMATION**, having been reviewed and advised upon by the GSA Budget and Finance Committee and the GSA Board, the Annual Operating and Capital Three-Year Budget/Business Plan (2019-2022) and the Restricted and Other Funding Three-Year Budget/Business Plan (2019-2022) (pages 7.4 to 7.12 and 7.24 in the attached material).

**MOTION:** That GSA Council **RECEIVE FOR INFORMATION**, having been reviewed and advised upon by the GSA Budget and Finance Committee and the GSA Board, the Annual Operating and Capital Three-Year Budget/Business Plan (2019-2022) and the Restricted and Other Funding Three-Year Budget/Business Plan (2019-2022) (pages 7.4 to 7.12 and 7.24 in the attached material). M Aliramezani **MOVED**; J Fath **SECONDED**.

Motion **PASSED**. X Publius Abstained.

#### 8. GSA 2018-2019 Winter Term Budget and Expenditure Report

S van der Klein (President) presented the items. S Ball (Accountant) and D Sheikh (Financial Manager) were present to answer questions.

**MOTION BEFORE GSA COUNCIL:** That GSA Council **RECEIVE FOR INFORMATION** the GSA 2018-2019 Winter Term Budget and Expenditure Report.

S van der Klein thanked the financial team for all their work and highlighted that the GSA was on track overall.

B Chow asked about replacement of a GSA staff member who had retired (this staff member, who was part-time, would not be replaced).

**MOTION:** That GSA Council **RECEIVE FOR INFORMATION** the GSA 2018-2019 Winter Term Budget and Expenditure Report. K Gordon **MOVED**; M Waddingham **SECONDED**.

Motion **PASSED**. X Publius Abstained.

#### 9. Recommended Changes to GSA Bylaw and Policy on Budget Principles, Practices, and Procedures, and GSA Standing Committees

S van der Klein (President) presented the item.

**MOTION BEFORE GSA COUNCIL:** That GSA Council **APPROVE**, having been unanimously recommended by the GSA Budget and Finance Committee and the GSA Board, the recommended changes to GSA Policy, Section K: Finances and GSA Policy: GSA Standing Committees, as shown in the attached double column document and effective upon approval by GSA Council.

S van der Klein noted that these recommended changes restructured and streamlined existing policies and noted that there was a consolidation of “practices” and “procedures” under the heading “procedures.” There were no questions.

**MOTION:** That GSA Council **APPROVE**, having been unanimously recommended by the GSA Budget and Finance Committee and the GSA Board, the recommended changes to GSA Policy, Section K: Finances and GSA Policy: GSA Standing Committees, as shown in the attached double column document and effective upon approval by GSA Council. N Noel **MOVED**; D Ashley **SECONDED**.

Motion **PASSED**. X Publius Abstained.

**Presentations:**

**10. Guaranteed Minimum Funding Package Proposal**

Sa van der Klein (President) presented the item and introduced the guest, Deborah Burshtyn (Interim Dean, Faculty of Graduate Studies and Research).

S van der Klein explained that the guaranteed minimum funding package proposal was being presented for the purpose of consultation and had recently been discussed at the Faculty of Graduate Studies and Research (FGSR) Council. She added that the GSA had been advocating to the University for the implementation of minimum funding packages for many years and she thanked D Burshtyn for her work on this proposal. S van der Klein then invited D Burshtyn to present the proposal.

D Burshtyn explained that the proposal was in the early stages and that the University was still trying to figure out some of the practicalities around it. She noted that a few Canadian institutions now offered minimum funding packages but the process took several years to implement. She noted that the proposal included a starting point for a minimum stipend of \$18,000/per year for PhD students for their first four years. She specified that this amount was lower than what many departments already offered. She added that this was an all-in amount and that it would include all sources of University funding received by a graduate student. She noted that there were still many areas in the proposal that needed further discussion, some of which would provoke different viewpoints.

D Burshtyn also laid out the consultation pathway that was being pursued and which included the GSA and noted that, next, the proposal would go to the Provost’s Advisory Council of Chairs and then to General Faculties Council for early consultation. She stated that she was hopeful that, by next year, a fully formed proposal would make its way through the University’s governance structure. She added that, if this proposal became policy, it would fall under the Provost and Vice-President (Academic)’s purview and not that of the FGSR.

Councillors then posed a series of questions, including but not limited to, if combined PhD/Masters students would be included (D Burshtyn noted that funding would apply while students were engaged in full-time PhD study but it could be up to individual programs to decide when that was); if there was a breakdown available for the \$2 million differential (D Burshtyn noted that, every year, there were about 200 PhD students that were fully self-funded, that much of that \$2 million gap accounted for graduate students that were somewhat funded but not up to \$18,000, and that this funding could be anywhere between \$1 and \$17,999); how leaves of absence would affect funding (D Burshtyn responded that these rules needed to be thought through carefully); the additional constraints this may put on students’ time in terms of employment (it was noted that the limitation on hours of outside employment were lifted from other institutions and Tri-Council rules and that the proposal was looking for ways to provide funding that allowed graduate students to engage full-time in their studies, and that the numbers of permissible outside employment hours offered in the proposal was intended to just be a starting point for discussion); the requirement to apply for other scholarships (D Burshtyn responded that this was a standard clause in many support packages already on campus as graduate students were expected to seek out and to put in the effort for additional funding); tuition supports offered at other institutions (D Burshtyn replied that other institutions did not include tuition support (except where there were international students with a differential) and that this should be clarified in the proposal); if there was any discussion around graduate students with children and a possible increased minimum for them (it was noted that employers did not pay differently based on whether employees have kids and so it was not being considered for this proposal); if minimum funding packages could help students working full-time, such as those in Education programs, to alleviate some of their financial burdens and free up time for more on-campus involvement (D Burshtyn responded that overburden was a common issue for Education programs in particular as graduate students had many commitments); if there had been a discussion around offsetting tuition costs for international graduate students due to the international differential and the fact that their study permits restricted working hours (D Burshtyn noted that this proposal was not tied to tuition costs but FGSR was aware of this concern); the need for clear definitions for professional and executive doctoral programs (it was noted that changes to the *Post-Secondary Learning Act* gave a robust definition of executive programs, which were programs living outside of the tuition regulations and that it was unlikely that any PhD programs fell under that definition); if this proposal might disincentivize departments to enroll new graduate students (D Burshtyn noted that there was a possibility that departments might rethink their numbers); the current thinking around grandparenting current PhD students in this proposal (D Burshtyn responded that

grandparenting would most likely vary depending on the department, as not all of them had the same capacity to quickly take on this financial burden and some programs might chose to not fully grandparent in order to not have to close their admissions for some years); where the money for the minimum funding package proposal was from (it was noted that there was no new money to inject in the system to fund this proposal and that the money was already controlled by the Faculty Deans who would have to plan for a different distribution); how departments would transition from not funding their PhD students to having to provide minimum funding (D Burshtyn replied that this would vary greatly from one department to the next, and that it was a distribution question); *and* concerns about distribution of payment over the Fall and Winter terms and no payment in the Spring/Summer term (D Burshtyn responded that FGSR could recommend departments, where possible, split the distribution over the full year and she added that it would be really important to communicate the payment schedule, so that graduate students could plan accordingly).

## **Reports**

### **11. President**

#### **i. President's Report:**

Members had before them a written report, which had been previously distributed on 22 February 2019. The report stood as submitted. In addition, S van der Klein reported that the Alberta Provincial Advocacy Council (ab-GPAC) had been meeting with MLAs from multiple parties over the last few months to discuss graduate student issues and priorities in advance of the provincial elections coming this spring. She encouraged eligible GSA Council members to vote in the upcoming provincial election. She further noted that one of the priorities of ab-GPAC for the year was to reduce barriers for Indigenous students accessing graduate education, and indicated that ab-GPAC was still in the process of developing research procedures, and consulting with the Indigenous Graduate Students' Association, and other Indigenous student stakeholders.

S van der Klein indicated that there was a proposal that would be brought forward to the University of Alberta Board of Governors in March, to increase international graduate tuition by 2.77% for 2019-2020. She reminded GSA Council members that the Government of Alberta had mandated that, after 2019-2020, international tuition would need to be guaranteed for a certain period of time, to ensure predictability, and indicated that the University would be consulting with the GSA around developing the process and timelines by which the University would guarantee tuition for the official length of programs for both undergraduate and graduate programs for international students (which would presumably be two years for Master's programs, and four years for PhD programs).

M Armstrong noted that he had thought that during the November 2018 GSA Council presentation from the Provost and Vice-President (Academic), and the Vice-President (Finance and Operations) had discussed ways of mitigating cost increases for graduate students, which had included an emergency graduate student fund for those who could not pay tuition, and whether there had been conversations within the University to remove money from that fund to lower the current increase in tuition for international graduate students. S van der Klein clarified that part of the international differential fee (IDF) for international graduate students went towards bursaries for international students, and that this would be included as part of the discussion about the new system as it could be hard to forecast changes in education cost four years in advance and that the GSA would want to ensure that international students would not be paying more than their share of the cost to deliver education. She further estimated that the increases to international graduate tuition beyond 2019-2020 would likely be higher, given that tuition rates would need to be established for multiple years.

#### **ii. GSA Board Report**

Members had before them a written report, which had been previously distributed on 22 February 2019. The report stood as submitted.

#### **iii. GSA Budget and Finance Committee Report**

No written report at this time.

#### **iv. GSA Governance Committee Report**

Members had before them a written report, which had been previously distributed on 22 February 2019. The report stood as submitted.

### **12. Vice-President Academic**

#### **i. Vice-President Academic's Report:**

Members had before them a written report, which had been previously distributed on 22 February 2019. The report stood as submitted. In addition, M Aliramezani stated that during his term, he had been advocating for graduate students' involvement in undergraduate research projects, and ensuring graduate students were recognized both academically and financially for this work. As such, he noted that he was working to propose an item through the Undergraduate Research Initiative (URI) Advisory

Committee to add a supplementary stipend specifically for graduate students involved in these projects as a supervisor or co-supervisor. He encouraged any GSA Council members who had any personal experiences being involved in an undergraduate research project to contact him if they thought any specific details should be included in this proposal.

M Aliramezani also reported that he had heard from graduate students during his campaign in 2018 regarding concerns around the transparency of the adjudication process for scholarships and awards at the departmental and faculty levels, including the fact that an appeal process did not seem to exist for these decisions. He asked GSA Councillors to provide their thoughts or experiences with this matter, and encouraged GSA Councillors to email him with any additional feedback. Members posed a few questions, including but not limited to whether graduate students had any recourse if they found out that something had gone wrong with their scholarship application, such as the miscalculation of GPA at the departmental level, or graduate students being told by their department they had won an award when they had not actually won that award (M Aliramezani responded that he and S van der Klein had already discussed this issue with the Interim Dean of the Faculty of Graduate Studies and Research (FGSR), and that he would be following up with these questions about departmental violations or accidents throughout the course of the scholarship adjudication process with the Interim FGSR Vice-Dean, B Hogeveen); *and* whether there were any recourses for students receiving larger scholarships mid-October, but did not have any source of funding until then (M Aliramezani indicated that he would also be bringing forward these questions to B Hogeveen).

### **13. Vice-President External**

#### **i. Vice-President External's Report**

Members had before them a written report, which had been previously distributed on 22 February 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 22 February 2019. The report stood as submitted.

### **14. Vice-President Labour**

#### **i. Vice-President Labour's Report**

Members had before them a written report, which had been previously distributed on 22 February 2019. The report stood as submitted. In addition, S van der Klein noted that B Richardson was unable to attend the GSA Council meeting, but that she had asked S van der Klein to update GSA Council on the fact that B Richardson hosted a Labour Town Hall on 22 February 2019, which was a successful two-hour discussion with the bargaining unit, and that this discussion had generated good ideas for moving forward with collective bargaining. She encouraged GSA Councillors to submit any feedback to the B Richardson if they were an academically-employed graduate student, and reported that the next Labour Town Hall would be held at 10 AM on 5 March 2019, in 2-100 Council Chambers.

#### **ii. GSA Labour Relations Committee Report**

No written report at this time.

### **15. Vice-President Student Services**

#### **i. Vice-President Student Services' Report**

Members had before them a written report, which had been previously distributed on 25 January 2019. The report stood as submitted.

### **16. Senator**

#### **i. Senator's Report**

No written report at this time.

### **17. Speaker**

#### **i. Speaker's Report**

No written report at this time.

### **18. Chief Returning Officer**

#### **i. Chief Returning Officer's Report**

Members had before them a written report, which had been previously distributed on 22 February 2019. The report stood as submitted. In addition, V Ayan noted that the 2019 GSA General Election was on track, and that voting would begin at 10 AM on Tuesday 26 February 2019, and would extend until Thursday 28 February 2019 at 10 AM. He encouraged all graduate students to vote in the election, and to visit the GSA website for more information.

**19. GSA Nominating Committee****i. GSA Nominating Committee Report**

Members had before them a written report, which had been previously distributed on 22 February 2019. The report stood as submitted. In addition, K Gordon (GSA Nominating Committee (GSA NoC) Vice-Chair) stated that the only current outstanding vacancy was for a graduate student position on the GSA NoC, and noted that it was a convenient committee to serve on, as it met almost exclusively over email.

**20. 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 22 February 2019. The report stood as submitted.

**21. GSA Management****i. Executive Director's Report**

Members had before them a written report, which had been previously distributed on 22 February 2019. The report stood as submitted. In addition, C Thomas stated that she wanted to echo the GSA Chief Returning Officer's report to GSA Council, and encouraged members to vote in the 2019 GSA General Election. She noted that the success of the organization was based on graduate students getting involved, and that the higher the voter turn-out, the stronger the mandate of the newly elected GSA Directly-Elected Officers was.

**Question Period****22. Written Questions**

None at this time.

**23. Oral Questions**

J Lai noted that an article in the Gateway announced that the SU Council had voted to close the Canada Post outlet in SUB in April due to a decline in usage and wondered if anyone had concerns about this. GSA Council discussed some concerns and some suggested alternate means of accessing Canada Post services. There were some concerns that this might disproportionately affect international students.

**Adjournment**

The meeting was adjourned at 7:46 PM.



Dear GSA Council Colleagues,

8 March 2019

At our meeting on 18 March you will be asked to consider a recommendation from the GSA Board regarding the 2019-2020 GSA Health and Dental Plan Fee (hereafter referred to as the "fee").

As we discussed at the January GSA Council meeting, the cost of the Plan is driven by usage, and we are pleased that graduate students continue to use the benefits of the Plan. Based on the projections provided to us by Studentcare (our broker and the Plan administrator), we are happy to report that there is no proposed increase to the fee for 2019-2020 as claims are low enough that the fee does not have to be increased. Should GSA Council approve the attached proposal, the fee paid by graduate students for the Plan would be \$500.36/year for 2019-2020 (remaining the same as the 2018-2019 fee). The fee will be pro-rated for graduate students who start their programs in January.

Additionally, as the current fee charged for the Plan is below the actual cost associated with its provision and the GSA Health and Dental Plan Reserve Fund (GSA HDPRF) is currently very healthy, the GSA Board has been having discussions about expanding dental coverage from an annual maximum of \$500 to an annual maximum of *up to* \$700 per policy year to begin 1 September 2019. This is based on feedback we have received from surveys administered by Studentcare, as well as feedback from GSA Council members indicating that they would like for coverage for dental expanded. A separate motion concerning this expansion of coverage will be brought forward at an upcoming meeting as benefit adjustment costs are subject to change and can vary dependent on final negotiation with Desjardins, meaning that we need to await further analysis and cost projections from Studentcare before we can assign an exact amount to the expanded coverage. It is also important to note that early projections from Studentcare indicate that dental coverage could be increased to an annual maximum of \$700 per policy year while still allowing for \$6/per Plan member to be directed to the GSA HDPRF. This is excellent news but we'd also like to remind that changes to coverage levels, etc may result in future increases in the cost of the Plan as increased claims and for increased amounts can affect the cost of the Plan.

We want to thank you in advance for your consideration of this proposal involving one of the GSA's most important services to graduate students. We would be happy to answer any questions you have at the meeting, but also encourage you to send us questions before then as you consult with your colleagues – questions can be directed to the Vice-President Student Services at [gsavpsse@ualberta.ca](mailto:gsavpsse@ualberta.ca). Kristin Foster, Director of Partnership and Development (Studentcare), and Colten Yamagishi, Program Manager (Studentcare) will also be in attendance at the March meeting to present information on the GSA's Plan and associated usage rates, and answer any questions that members may have.

Regards,

Sasha van der Klein, President

and

Fahed Elian, Vice-President Student Services

## Outline of Issue

### GSA Health and Dental Plan Fee for 2019-2020

#### Suggested Motion for GSA Council:

**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.

**Note:** Based on current projections provided by Studentcare, setting the Plan fee for 2019-2020 at \$500.36/per Plan member would still enable the GSA to direct approximately \$30/per Plan member into the Health and Dental Plan Reserve Fund (GSA HDPRF). The GSA HDPRF currently sits at in excess of \$208,498 and is thus very healthy. In the interest of not having the GSA HDPRF contain an excessive amount, the GSA Board has discussed increasing dental coverage from an annual maximum of \$500 to an annual maximum of *up to* \$700 per policy year to begin 1 September 2019. The final amount of the increase in coverage will be dependent on forthcoming claims analysis and projections from Studentcare, as benefit adjustment costs are subject to change and can vary dependent on final negotiation with Desjardins. A separate motion concerning this expansion of coverage will be brought forward at an upcoming meeting. Early projections from Studentcare indicate that dental coverage could be increased to an annual maximum of \$700 per policy year while still allowing for \$6/per Plan member to be directed to the GSA HDPRF.

#### Background:

The key driver for cost increases to the GSA Health and Dental Plan is usage. There is no increase in premiums for 2019-2020. Should GSA Council approve the attached proposal, the fee paid by graduate students for the Plan would be \$500.36/year for 2019-2020 (remaining the same as the 2017-2018 fee). Additionally, even after potentially increasing coverage as discussed above, around \$6/per Plan member could still be deposited in the GSA HDPRF (the exact amount that can be directed to the HDPRF will be determined once Studentcare provides a finalized cost estimate associated with the increase to coverage).

In past surveys conducted by Studentcare and in discussion at GSA Council, graduate students have expressed interest in increasing dental coverage. As the GSA has seen a decline in claims for a few years it is recommended that increases in dental coverage are appropriate at this time (however, it is important to note that this might be result in an increase in a small premium increases in future years). Likewise, growing the GSA HDPRF as proposed is recommended to offset any cost increases caused by increased claims.

#### 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 Plan fee exceeding 15% of the previous year's Plan fee must also be put to a referendum."*

### Outline of Issue

#### **2019 GSA General Election Results: To Receive For Information For Purposes of Transferring Banking Signing Authority**

#### **Suggested Motion for 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:

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

#### **Background:**

The 2019 GSA General Election official results were announced to all graduate students by the Chief Returning Officer on Friday, 1 March 2019.

GSA Council is now asked to **receive for information** these results as the GSA's bank requires that the names of the newly Directly-Elected Officers appear in the Minutes in order to transfer signing authority on 1 May 2019.

#### **Jurisdiction:**

GSA Bylaw and Policy, Section D: GSA Officers, GSA Policy, GSA Officer Portfolios, Section 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."*

GSA Bylaw and Policy, Section K: Finances, GSA Policy, Budget Principles and Procedures, Section 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."*

GSA Bylaw and Policy, Section K: Finances, GSA Policy, Budget Principles and Procedures, Section 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."*

GSA Bylaw and Policy, Section K: Finances, GSA Policy, Budget Principles and Procedures, Section K.POL.3.7.c:

*"Wherever possible, it is preferable for the signatories to be the President and the ED (or delegate)."*

GSA Bylaw and Policy, Section I: Elections, GSA Policy, Elections, Section 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."*

## 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 first reading of proposed changes to GSA Bylaw, proposed changes to GSA Policy are presented for information. The second reading of proposed changes to GSA Bylaw and approval of proposed changes to GSA Policy will be presented at the April GSA Council meeting.

#### 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 18 March 2019 Council

<b>Recommended Additions to GSA Bylaw and Policy (Members)</b>	
<b>Current GSA Bylaw and Policy</b> ( <i>deletions noted by a strikethrough</i> ) and <b>Recommended Changes</b> ( <i>additions underlined</i> )	<b>Rationale/Background</b>
<b>Section B: Members</b>	<i>No change.</i>
<b>Purpose and Scope...</b>	<i>No change.</i>
<b>Definitions...</b>	<i>No change.</i>
<b>Other Specifically Related Sections of GSA Governing Documents...</b>	<i>No change.</i>
<b>GSA Bylaw: Members</b>	<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 <u>Alberta</u> 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 <u>Alberta</u> after being admitted to the FGSR, <u>and</u>	<i>See above rationale.</i>
B.BYL.1.1.c All associate members, <del>and</del>	<i>Editorial.</i>
<del>B.BYL.1.1.d All honorary members.</del>	<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>
<del>B.BYL.1.3 GSA Council may confer an honorary membership of the GSA upon any person(s) deemed worthy of the honour.</del>	<i>See above rationale.</i>
B.BYL.1.43...	<i>No change, except to renumber.</i>

<b>B.BYL.2 Membership Fees</b>	<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>B.BYL.3 Rights, Privileges, and Responsibilities of Members</b>	<i>No change.</i>
B.BYL.3.1 All GSA members, <del>except associate members, current full time and part time graduate students</del> 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 <del>members of the</del> GSA <u>members</u> 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.3.34 <del>All members of the</del> GSA <u>members</u> have the privilege of booking meeting rooms in accordance with GSA Board Policy.	<i>Editorial.</i>
B.BYL.3.45 <del>All members of the</del> GSA <u>members</u> 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 (whether to distinguish properly between the two terms or to amend editorial errors, incorrect phrasing, etc)***



***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 2019<sup>1</sup>**

***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.

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<sup>1</sup> 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 2019<sup>2</sup>**

***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.

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<sup>2</sup> 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**

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

**GSA Bylaw: Authority<sup>3</sup>****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.

<sup>3</sup> 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**

**Commented [MOU1]:** Recommended changes presented in the double column are not reflected here.

<b>Purpose and Scope:</b> This bylaw governs membership with the GSA, including associated rights and privileges	
<b>Definitions</b>	None
<b>Other Specifically Related Sections of GSA Governing Documents</b>	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: Members<sup>4</sup>****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.

<sup>4</sup> 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**

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

**GSA Bylaw: GSA Council<sup>5</sup>****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).

<sup>5</sup> 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 Council<sup>6</sup>****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**,
  - 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.

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<sup>6</sup> 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 Attendance**<sup>7</sup>

**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.

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<sup>7</sup> 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**

<b>Purpose and Scope:</b> This bylaw and associated policy govern the duties of and qualifications for GSA Officer positions	
<b>Definitions</b>	<p>“Conflict of Interest” is defined as the convergence of a <b>GSA member’s</b> personal, financial, or political interests with their professional interests such that an independent observer might reasonably question whether that <b>member’s</b> 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>
<b>Other Specifically Related Sections of GSA Governing Documents</b>	<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>

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**GSA Bylaw: GSA Officers<sup>8</sup>****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

<sup>8</sup> 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.1.3.c The Speaker.

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 member.

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**.

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- 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 Portfolios<sup>9</sup>****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 members, 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

<sup>9</sup> 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.

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(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 members, 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

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- 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 members, 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 members 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

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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, and 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 members.
  - 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 members 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 members.
  - 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

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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**

<b>Purpose and Scope:</b> 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	
<b>Definitions</b>	“Working Day” is defined as a day that the GSA office is open
<b>Other Specifically Related Sections of GSA Governing Documents</b>	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: Nominating<sup>10</sup>****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 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.

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<sup>10</sup> 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 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 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.

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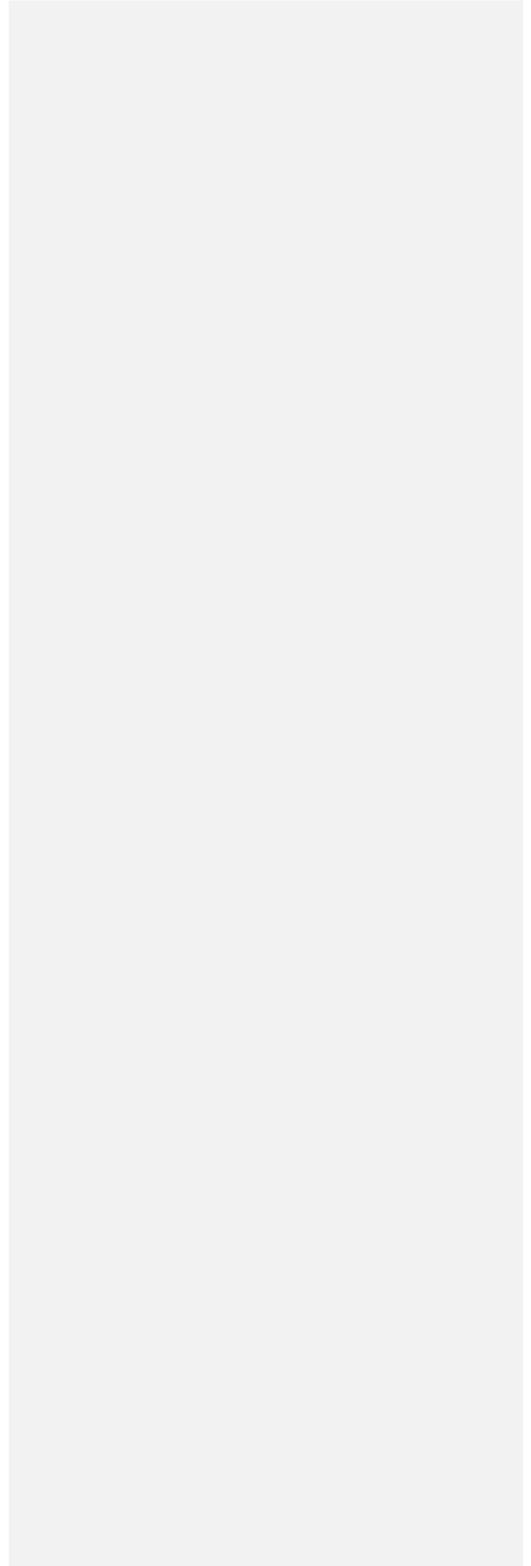
**E.POL.3 Guidelines for Filling Vacancies on GSA Standing Committees, Ad Hoc Committees, and Subcommittees, and for GSA Council-Elected Officer Positions**

- E.POL.3.1 GSA Council elects all **GSA 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

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Section E: Nominating 31

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



**GSA Policy: GSA Standing Committees, GSA Nominating Committee<sup>11</sup>****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 members, including at least two (2) voting members of GSA Council (who may be alternates) elected by GSA Council, and three (3) additional GSA members elected by GSA Council, as voting members.

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- 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 others 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 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.

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**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.

<sup>11</sup> 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.8.2 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).

E.POL.8.3 The GSA NoC is responsible for facilitating the GSA Council election of GSA members, to fill vacancies on GSA Standing Committees, *ad hoc* committees, and subcommittees, unless otherwise noted.

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E.POL.8.4 The GSA NoC is responsible for facilitating the election of GSA Council-Elected Officers, by-elections for GSA Councillor-at-Large positions, and any by-election for a DEO 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 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 members 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.

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#### 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**

<b>Purpose and Scope:</b> This bylaw and associated policy govern the compositions and mandates of GSA Standing Committees, as well as outline general information about GSA Standing Committees	
<b>Definitions</b>	None
<b>Other Specifically Related Sections of GSA Governing Documents</b>	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 Committees<sup>12</sup>****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.

<sup>12</sup> 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 Committees<sup>13</sup>****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.

<sup>13</sup> 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**

<b>Purpose and Scope:</b> 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	
<b>Definitions</b>	None
<b>Other Specifically Related Sections of GSA Governing Documents</b>	None

**GSA Bylaw: GSA Caucuses<sup>14</sup>****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.

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<sup>14</sup> 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 Caucuses**<sup>15</sup>

**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 Council.

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.

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<sup>15</sup> 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><b>Purpose and Scope:</b> 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><b>Definitions</b></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><b>Other Specifically Related Sections of GSA Governing Documents</b></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 Commitment**<sup>16</sup>

**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 **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.

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**H.POL.2 Conflict of Interest**

- H.POL.2.1 No **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.

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**H.POL.3 Conflict of Commitment**

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

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<sup>16</sup> 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 Committees<sup>17</sup>**

**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

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<sup>17</sup> 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.

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- 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.
  - 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 Board**<sup>18</sup>

**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 members, 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.

Deleted: graduate students

**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.

<sup>18</sup> 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.14.3 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

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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**

<b>Purpose and Scope:</b> 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	
<b>Definitions</b>	<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>
<b>Other Specifically Related Sections of GSA Governing Documents</b>	<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: Elections<sup>19</sup>**

**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,](#) in good academic standing.

**Deleted:** graduate students

<sup>19</sup> 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.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.

**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: Elections<sup>20</sup>****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 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.

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<sup>20</sup> 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 members, 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.

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**GSA Policy: GSA Standing Committees, GSA Elections and Referenda Committee<sup>21</sup>****I.POL.17 Composition**

- I.POL.17.1 A total of six (6) GSA 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.

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**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 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:

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<sup>21</sup> 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 members, 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.

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**Section J: Referenda**

<b>Purpose and Scope:</b> This bylaw and associated policy governs the operation of GSA referenda and the expected conduct of registered 'Yes' or 'No' campaigns therein	
<b>Definitions</b>	<p>"Asker" is defined as a person acting on behalf of an external organization or a <u>GSA member</u> who wishes to initiate a referendum</p> <p>"Campaign Representative" is defined as a <u>GSA member</u> 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>
<b>Other Specifically Related Sections of GSA Governing Documents</b>	<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>

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**GSA Bylaw: Referenda<sup>22</sup>**

**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

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

(GSAB) subject to a simple majority vote at any meeting of GSA Council. Normally a 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, wishing to initiate a referendum will be outlined in GSA Policy on referenda.

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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.

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**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 GSA members, except associate members, can register a 'Yes' or 'No' campaign during a referendum.

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

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**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: Referenda<sup>23</sup>****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 members](#). 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.

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<sup>23</sup> 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 in hard copy at the GSA office. Exceptions may be made at the discretion of the CRO.

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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**

<b>Purpose and Scope:</b> 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	
<b>Definitions</b>	<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>
<b>Other Specifically Related Sections of GSA Governing Documents</b>	<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: Finances<sup>24</sup>****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.

<sup>24</sup> Approved by GSA Council on 24 February 2011. Amended by GSA Council on 18 July 2016.

**GSA Policy: Budget Principles and Procedures**<sup>25</sup>**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 Legal Defence Fund (LDF) and 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 LDF.

<sup>25</sup> 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 Committee**<sup>26</sup>

**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 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.

Deleted: graduate student

**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

<sup>26</sup> 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 (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 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 HDPRF and a rolling plan regarding the 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/departamental 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: Legal Defence Fund**

<b>Purpose and Scope:</b> This bylaw and associated policy govern the GSA's Legal Defence Fund, including the administration of and access to the Legal Defence Fund	
<b>Definitions</b>	None
<b>Other Specifically Related Sections of GSA Governing Documents</b>	GSA Bylaw and Policy, Section K: Finances

**GSA Bylaw: Legal Defence Fund<sup>27</sup>****L.BYL.1 General**

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

**L.BYL.2 Purpose of the Legal Defence Fund**

- L.BYL.2.1 The purpose of the 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 LDF may not be used to pay legal costs involved in settling disputes between **GSA members**.
- L.BYL.2.3 The 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 LDF may not be used to pay any judgements rendered against the GSA.

<sup>27</sup> Approved by GSA Council on 16 July 2001. Amended by GSA Council on 20 November 2017.

**GSA Policy: Legal Defence Fund**<sup>28</sup>

**L.POL.3 Administration of the 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 Legal Defence Fund (LDF) in conjunction with review of the GSA's audited financial statements.
- L.POL.3.2 The LDF is restricted funding and will be kept separate from the GSA operating budget.
- L.POL.3.3 Any investment income earned by the LDF will be returned to the LDF.

**L.POL.4 Access to the Legal Defence Fund**

- L.POL.4.1 The LDF may be accessed under the following circumstances:
  - L.POL.4.1.a The 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 LDF.
  - L.POL.4.1.b The 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 LDF.
  - L.POL.4.1.c The 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 LDF.
- L.POL.4.2 In making a recommendation to access the LDF, the GSAB must provide to the GSA BFC information regarding the proposed use of the LDF, including the estimated amounts to be drawn down from the 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 LDF. If the GSA BFC determines accessing the LDF is warranted, it will then make a recommendation to GSA Council regarding the use of the LDF.
- L.POL.4.4 GSA Council must approve the use of funds from the 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 LDF funds will be reported to the GSAB, the GSA BFC, and GSA Council.

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<sup>28</sup> Approved by GSA Council on 16 July 2001. Amended by GSA Council on 20 November 2017.

**Section M: GSA Health and Dental Plan**

<b>Purpose and Scope:</b> These bylaws and associated policy govern the administration of the GSA Health and Dental Plan and the GSA Health and Dental Plan Reserve Fund	
<b>Definitions</b>	<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 <b>GSA members</b> for the Plan</p>
<b>Other Specifically Related Sections of GSA Governing Documents</b>	<p>GSA Bylaw and Policy, Section B: Members</p> <p>GSA Bylaw and Policy, Section K: Finances</p>

**GSA Bylaw: GSA Health and Dental Plan**<sup>29</sup>

**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).

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<sup>29</sup> Amended by GSA Council on 11 July 2005 and 17 November 2014.

**GSA Bylaw: GSA Health and Dental Plan Reserve Fund**<sup>30</sup>

**M.BYL.2 General**

M.BYL.2.1 The administration of the Health and Dental Plan Reserve Fund (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 Health and Dental Plan Reserve Fund**

M.BYL.3.1 The HDPRF is meant to ensure that all Plan fees paid by GSA members are going towards health and dental coverage. For example, the 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 HDPRF may only be used for Plan purposes.

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<sup>30</sup> 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 Fund<sup>31</sup>**

**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 member. 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 member.

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**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 (HDPFRF)

M.POL.11.1.a To ensure prudent financial management the GSAB and GSA Budget and Finance Committee (GSA BFC) will regularly review the HDPFRF in conjunction with review of the GSA's Budget and Expenditure Reports.

<sup>31</sup> 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 HDPRF at the end of the fiscal year.
  - M.POL.11.1.c The HDPRF is restricted funding and will be kept separate from the GSA operating budget.
  - M.POL.11.1.d Any interest earned by the HDPRF will be returned to the HDPRF.
  - M.POL.11.1.e Notwithstanding M.POL.11.1.b, above, the 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 HDPRF
- M.POL.11.2.a A draw down of the 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 HDPRF may not be overdrawn.
  - M.POL.11.2.c To draw down the 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 HDPRF and a rolling plan regarding the 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 HDPRF funds.

**Section N: GSA Graduate Student Groups**

<b>Purpose and Scope:</b> 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	
<b>Definitions</b>	None
<b>Other Specifically Related Sections of GSA Governing Documents</b>	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 Groups**<sup>32</sup>

**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).

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<sup>32</sup> 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 Groups**<sup>33</sup>

**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.

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<sup>33</sup> 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**

<b>Purpose and Scope:</b> 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	
<b>Definitions</b>	<p><u><a href="#">“Graduate Research Assistant (GRA)” is defined under the Graduate Student Assistantship Collective Agreement as an individual who holds a Graduate Research Assistant appointment</a></u></p> <p><u><a href="#">“Graduate Teaching Assistant (GTA)” is defined under the Graduate Student Assistantship Collective Agreement as an individual who holds a Graduate Teaching Assistant appointment</a></u></p> <p><u><a href="#">“Principal Instructor” is defined under the Graduate Student Assistantship Collective Agreement as an individual who holds a Graduate Teaching Assistant Principal Instructor appointment</a></u></p>
<b>Other Specifically Related Sections of GSA Governing Documents</b>	GSA Board Policy, Section 2, Graduate Citizenship Award and GSA Recognition Awards: Application/Nomination and Adjudication Processes

**GSA Policy: GSA Recognition Awards and Adjudication Criteria<sup>34</sup>**

**O.POL.1 General**

- 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

**Commented [GP2]:** Additional changes for this section will be brought forward as a separate proposal, following the review of the GSA Awards Selection Committee. The language surrounding “graduate students” and “GSA members” will be amended within that proposal.

<sup>34</sup> 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.

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.
  - 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** (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** current program 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** instructors who are especially skilled and dedicated. **Any GSA member who is a Principal Instructor** at the University of Alberta is eligible for these awards. Only University of

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- Alberta courses that were taught as a Principal Instructor during a [GSA member's](#) current academic program 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's](#) current academic program 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](#) current academic program 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.

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O.POL.2.9 Graduate Student Research Assistant Awards

O.POL.2.9.a The purpose of these awards is to recognize GSA members who have demonstrated innovation, versatility, and value as Graduate Research Assistants (GRAs) at the University of Alberta. Only GRA appointments held during a GSA member's current academic program will be considered.

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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.

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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 members who show exceptional promise at the outset of their program. These GSA members will have the ability to serve as role models to fellow graduate students through their vision, determination, and academic contributions. Nominees must be GSA members in the first year or year and a half of their current academic program.

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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.

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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 members 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.

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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 Committee**<sup>36</sup>

**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) GSA 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 GSA members on the GSA ASC.

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**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.

<sup>36</sup> 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**

<b>Purpose and Scope:</b> This policy governs eligibility for GSA Grants and Emergency Bursaries and procedures related to applications	
<b>Definitions</b>	<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>
<b>Other Specifically Related Sections of GSA Governing Documents</b>	<p>GSA Bylaw and Policy, Section B: Members</p> <p>GSA Bylaw and Policy, Section N: GSA Graduate Student Groups</p>

**Commented [MOU3]:** No changes were made to this section, as all changes are coming forward in a separate proposal.

**GSA Policy: GSA Grant and Bursary Application Policy and Information<sup>37</sup>****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).

<sup>37</sup> 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:

<b>Household Size</b> (Adults + Children)	<b>Low Income Measure</b> [Cut-Off] (2016) <sup>38</sup>
2	\$36,000
3	\$44,000
4	\$51,000
5	\$57,000
6	\$63,000

<sup>38</sup> 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**

<b>Purpose and Scope:</b> 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	
<b>Definitions</b>	None
<b>Other Specifically Related Sections of GSA Governing Documents</b>	None

**Commented [MOU4]:** No changes required in this section at all, since the specific reference to 'academically employed graduate students' needs to be maintained.

**GSA Bylaw: Collective Bargaining<sup>39</sup>****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.

<sup>39</sup> Approved by GSA Council on 18 June 2018.

**GSA Policy: Collective Bargaining**<sup>40</sup>

**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.

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<sup>40</sup> Approved by GSA Council on 18 June 2018.

**GSA Policy: GSA Standing Committees, GSA Labour Relations Committee**<sup>41</sup>

**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.

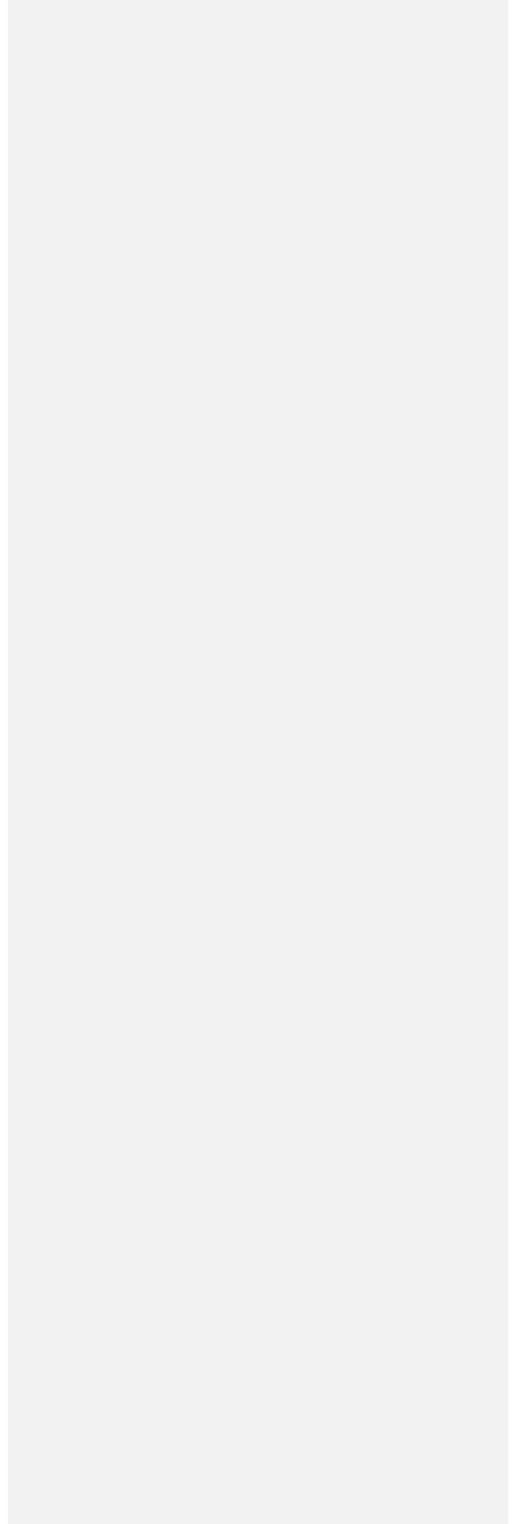
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<sup>41</sup> Approved by the Extraordinary General Meeting on 11 January 2010. Amended by GSA Council on 18 June 2018.

**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



Dear GSA Council Colleagues,

8 March 2019

As you heard last month with respect to the changes that were recommended to Section K of GSA Bylaw and Policy, the GSA Governance Committee (GSA GC), and other GSA Standing Committees, where appropriate, engages in regular reviews of the GSA's governing documents. As part of that project, GSA Bylaw and Policy on grants and bursaries (specifically GSA Academic Travel Awards, GSA Child Care Grants (GSA CCGs), GSA Emergency Bursaries (GSA EBs), and GSA Graduate Student Group Grants (GSA GSGGs)) and several recommended changes to this section are now before you for consideration.

The changes can be summarized as follows:

- Various editorial changes.
- Reorganizing sections and removing redundant statements to enhance clarity.
- Removing the provision that only dependent children up to the age of twelve (12) are eligible for the GSA Child Care Grant in favour of dependent children up to the age of eighteen (18) be eligible on the grounds that child care costs do not necessarily commensurately decrease with age and the amount provided to the GSA by the Graduate Student Support Fund (GSSF) to support GSA CCGs would support this.
- Increasing the amount provided for GSA EBs from \$2,000 to \$4,000 as and the amount provided to the GSA by the GSSF to support GSA EBs would support this.
- Providing clarity around the respective roles and responsibilities of the GSA Vice-President Student Services and office with respect to the oversight and processing of GSA grants and bursaries.
- Ensuring that the appeals section adheres to the tenets of procedural fairness.

We look forward to discussing this proposal with you in more detail at the upcoming GSA Council meeting.

Regards,

Sasha van der Klein, President and Chair of the GSA GC

and

Fahed Elian, Vice-President Student Services

## Outline of Issue

### Recommended Changes to GSA Policy on GSA Grants and Bursaries

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

#### Background:

The GSA Governance Committee (GSA GC) recommended this proposal to GSA Council at its 7 February 2019 meeting. The GSA Board recommended these changes to GSA Council at its 27 February 2019 meeting.

Please see the attached draft cover letter to GSA Council from the President and Chair of the GSA GC and the GSA Vice-President Student Services for additional information.

#### 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 P: GSA Grants and Bursaries, GSA Policy, GSA Grant and Bursary Application Policy and Information, Section 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."*

GSA Bylaw and Policy, Section P: GSA Grants and Bursaries, GSA Policy, GSA Grant and Bursary Application Policy and Information, Section 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."*

GSA Bylaw and Policy, Section P: GSA Grants and Bursaries, GSA Policy, GSA Grant and Bursary Application Policy and Information, Section 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."*

GSA Bylaw and Policy, Section P: GSA Grants and Bursaries, GSA Policy, GSA Grant and Bursary Application Policy and Information, Section 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."*

## Proposed Changes to GSA Bylaw and Policy, GSA Policy, Section P: GSA Grant and Bursary Application Policy and Information

Current Policy ( <i>deletions noted by a strikethrough</i> ) and Proposed Changes ( <i>additions underlined</i> )	Rationale/Background
<b>Purpose and Scope</b>	<i>No change.</i>
<b>Definitions</b>	<i>No change.</i>
<b>Other Specifically Related Sections of GSA Governing Documents</b>	<i>No change.</i>
<del>None</del> GSA Bylaw and Policy, Section B: Members	<i>Editorial.</i>
<b>GSA Policy: GSA Grant and Bursary Application Policy and Information</b>	<i>No change.</i>
<b>P.POL.1 GSA Academic Travel Grants</b>	<i>No change.</i>
P.POL.1.1 <del>Sponsor</del> /Purpose	<i>Editorial.</i>
P.POL.1.1.a <del>The GSA Academic Travel Grant (GSA ATG) is funded by the Graduate Student Support Fund (GSSF), is a GSA-negotiated benefit to all GSA members 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.</del>	<i>Editorial and portion of section moved to new P.POL.1.1.b.</i>
P.POL.1.1.b <u>The GSA ATG is intended to help offset the cost of participation in academic activities such as conferences and research trips that are directly related to an applicant's current academic program, as confirmed by either the Supervisor or designate (for thesis-based students) or the Advisor or Department Chair or designate (for course-based students).</u>	<i>Combination of current sections P.POL.1.1.a and P.POL.1.2.b.</i>
P.POL.1.1.c <u>The GSA ATG can be used to offset the cost of participation in both local opportunities and those necessitating long distance travel.</u>	<i>Moved from current P.POL.1.2.c.</i>
P.POL.1.1.d <u>The GSA ATG is not intended to be used to offset the cost of for-credit courses necessary for an applicant's degree program, including any associated travel.</u>	<i>Clarification that GSA ATGs are not intended to offset the cost of for-credit courses required for degree completion.</i>
P.POL.1.2 Eligibility Criteria	<i>Editorial.</i>
P.POL.1.2.a <u>Applicants</u> must be a <u>GSA</u> members <del>of the GSA</del> as per Section B: Members, GSA Bylaw, Members, Section B.BYL.1.a and B.BYL.1.1.b.	<i>Editorial.</i>

Current Policy ( <i>deletions noted by a strikethrough</i> ) and Proposed Changes ( <i>additions underlined</i> )	Rationale/Background
<del>P.POL.1.2.b 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.</del>	<i>Moved from current P.POL.1.3.d.</i>
<del>P.POL.1.2.c 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.</del>	<i>Moved from current P.POL.1.5.e. Recommended removal of the clause "in cases of dispute, the Vice-President Student Services (VPSS) (or delegate) will decide on allowable expenses" as a dispute has never arisen, given that the UAPPOL policy is adhered to and, should a dispute arise, applicants are able to utilize the appeal mechanism described below.</i>
<del>P.POL.1.2.d Applicants may submit a maximum of one (1) GSA ATG application for each specified academic activity and there is no limit to the number of GSA ATG applications a GSA member can submit during their degree program, notwithstanding Section P.POL.1.3, below.</del>	<i>Moved from current P.POL.1.5.a and reworded to provide enhanced clarity.</i>
<del>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.</del>	<i>Moved to recommended Section P.POL.1.1.b.</i>
<del>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.</del>	<i>Moved to recommended Section P.POL.1.1.c.</i>
<del>P.POL.1.3 Application Information Allocation</del>	<i>Editorial.</i>
<del>P.POL.1.3.a – P.POL.1.3.c ...</del>	<i>No change.</i>
<del>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.</del>	<i>Moved to recommended P.POL.1.2.b.</i>
<del>P.POL.1.3.d A Master's student will be awarded up to a maximum of \$500 during their degree program.</del>	<i>Moved from current P.POL.1.5.b.</i>
<del>P.POL.1.3.e 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.</del>	<i>Moved from current P.POL.1.5.c.</i>
<del>P.POL.1.3.f Applicants will be awarded their shortfall up to a maximum of \$500.</del>	<i>Moved from current P.POL.1.5.d.</i>
<del>P.POL.1.3.e Applicants are responsible for the completeness and accuracy of their application packages.</del>	<i>Moved to recommended P.POL.1.4.b.</i>

Current Policy ( <i>deletions noted by a strikethrough</i> ) and Proposed Changes ( <i>additions underlined</i> )	Rationale/Background
P.POL.1.4 <u>Applying for a GSA ATG Applications</u>	<i>Editorial.</i>
P.POL.1.4.a ...	<i>No change.</i>
P.POL.1.4.b <u>Applicants are responsible for the completeness and accuracy of their applications.</u>	<i>Moved from current P.POL.1.3.e.</i>
P.POL.1.5 <u>Allocation Policy</u>	<i>Recommended removal as all clauses moved to other sections.</i>
P.POL.1.5.a <del>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.</del>	<i>Moved to recommended P.POL.1.2.d.</i>
P.POL.1.5.b <del>A Master's student will be awarded up to a maximum of \$500 during their degree program.</del>	<i>Moved to recommended P.POL.1.3.d.</i>
P.POL.1.5.c <del>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.</del>	<i>Moved to recommended P.POL.1.3.e.</i>
P.POL.1.5.d <del>Applicants will be awarded their shortfall up to a maximum of \$500.</del>	<i>Moved to recommended P.POL.1.3.f.</i>
P.POL.1.5.e <del>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.</del>	<i>Moved to recommended P.POL.1.2.c.</i>
P.POL.1.6 <u>Appeals Policy</u>	<i>Moved to recommended P.POL.1.6.</i>
P.POL.1.6.a <del>Any appeals of denied applications must be received by the GSA within ten (10) working days.</del>	<i>See above rationale.</i>
P.POL.1.6.b <del>Appeals must state the grounds for the appeal in writing.</del>	<i>See above rationale.</i>
P.POL.1.6.c <del>Appeals will be reviewed at arms' length by the VPSS (or delegate) and two (2) GSA Councillors (including Speaker and Chief Returning Office (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.</del>	<i>See above rationale.</i>
P.POL.1.7 <u>Budget Allocation Policy</u>	<i>Moved to recommended P.POL.1.5.</i>

Current Policy ( <i>deletions noted by a strikethrough</i> ) and Proposed Changes ( <i>additions underlined</i> )	Rationale/Background
<del>P.POL.1.7.a Funds will normally be distributed as follows:</del>	<i>See above rationale.</i>
<del>P.POL.1.7.a.i 5% of the total annual GSA ATG budget will be held back as contingency funding and</del>	<i>See above rationale.</i>
<del>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.</del>	<i>See above rationale.</i>
<del>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.</del>	<i>See above rationale.</i>
<del>P.POL.1.8 Office Procedures</del> <u>P.POL.1.5 Procedures</u>	<i>Renumbering and editorial.</i>
<del>P.POL.1.5.a Funds will normally be distributed as follows:</del>	<i>Moved from current P.POL.1.7.a.</i>
<del>P.POL.1.5.a.i 5% of the total annual GSA ATG budget will be held back as contingency funding and</del>	<i>Moved from current P.POL.1.7.a.i.</i>
<del>P.POL.1.5.a.ii The remaining annual budget will be divided equally amongst the four (4) granting periods noted in Section P.POL.1.3.b, above.</del>	<i>Moved from current P.POL.1.7.a.ii and editorial.</i>
<del>P.POL.1.5.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.</del>	<i>Moved from current P.POL.1.7.a.iii.</i>
<del>P.POL.1.8.a P.POL.1.5.b Under delegated authority from the Vice-President Student Services (VPSS), applications will be reviewed and processed by the GSA office for eligibility and completeness, using the following checklist:</del>	<i>Editorial, renumbering, and providing clarity that GSA ATGs are under the authority of the VPSS.</i>
<del>P.POL.1.8.a.i The application information is complete and required documentation has been submitted or confirmed,</del>	<i>Recommended removal as redundant.</i>
<del>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,</del>	<i>See above rationale.</i>
<del>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</del>	<i>See above rationale.</i>
<del>P.POL.1.8.a.iv All other applicable criteria have been met.</del>	<i>See above rationale.</i>
<del>P.POL.1.8.b</del> <u>P.POL.1.5.c Applicants who are ineligible or whose application is incomplete will be contacted by email to provide</u>	<i>No change aside from renumbering.</i>

Current Policy ( <i>deletions noted by a strikethrough</i> ) and Proposed Changes ( <i>additions underlined</i> )	Rationale/Background
an opportunity to attempt to resolve the issue.	
<del>P.POL.1.8.e P.POL.1.5.d All applications will be reviewed by the VPSS. Questions concerning the interpretation of GSA ATG Policy will be decided upon by the VPSS.</del>	<i>Renumbering and incorporation of elements of current P.POL.1.9 that currently involves the GSA Board, although GSA grants and bursaries are under the portfolio of the VPSS, and removing redundant statement covered in recommended P.POL.1.5.b.</i>
<del>P.POL.1.8.d P.POL.1.5.e Applicants will be notified by the GSA by email once processing has been completed and a decision has been made.</del>	<i>No change aside from renumbering.</i>
<del>P.POL.1.9 Interpretation of GSA ATG Policy</del>	<i>Recommended removal as covered in recommended P.POL.1.5.d and also in the appeals mechanism described below.</i>
<del>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.</del>	<i>See above rationale.</i>
<del>P.POL.1.10 Changes to GSA ATG Policy</del>	<i>Recommended removal and all changes to all parts of GSA Bylaw and Policy are under the authority of GSA Council so this section is redundant.</i>
<del>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.</del>	<i>See above rationale.</i>
<del>P.POL.1.6 Appeals</del>	<i>Moved from current P.POL.1.6 and editorial.</i>
<del>P.POL.1.6.a Any appeals of denied applications must be received by the VPSS, with a copy to the Executive Director (ED) (or delegate) within ten (10) working days from the date on which the denial of the application was issued.</del>	<i>Moved from current P.POL.1.6 and recommended editorial revisions to provide greater clarity with respect to the submission of appeals.</i>
<del>P.POL.1.6.b Appeals must state the grounds for the appeal in writing.</del>	<i>Moved to recommended P.POL.1.6.</i>
<del>P.POL.1.6.c Appeals will be heard based on the material submitted by the applicant and any associated response concerning the denial of the application.</del>	<i>Moved from current P.POL.1.6 and recommended revisions concerning the hearing of appeals to ensure adherence with the tenets of procedural fairness.</i>
<del>P.POL.1.6.d Appeals will be heard by a Directly-Elected Officer (DEO), excluding the VPSS, and two (2) GSA Councillors or GSA Council-Elected Officers selected by the President (or other DEO if there is a conflict of interest).</del>	<i>See above rationale.</i>

Current Policy ( <i>deletions noted by a strikethrough</i> ) and Proposed Changes ( <i>additions underlined</i> )	Rationale/Background
P.POL.1.6.e Appeal decisions will normally be made within twenty (20) working days of the receipt of an appeal.	<i>Moved from current P.POL.1.6.</i>
P.POL.1.6.f All decisions concerning appeals are final and binding.	<i>See above rationale.</i>
<b>P.POL.2 GSA Child Care Grants</b>	<i>No change.</i>
P.POL.2.1 Sponsor/Purpose	<i>Editorial.</i>
P.POL.2.1.a The GSA Child Care Grant (GSA CCG) is funded by the Graduate Student Support Fund (GSSF), <del>is a GSA-negotiated benefit to all GSA members graduate students. 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.</del>	<i>Editorial and portion of section moved to new P.POL.2.1.b.</i>
P.POL.2.1.b The GSA CCG is intended to help offset the cost of child care for GSA members.	<i>Moved from current P.POL.2.1.a and editorial changes to align with recommended changes to GSA Policy on GSA ATGs.</i>
P.POL.2.2 Eligibility Criteria	<i>Editorial.</i>
P.POL.2.2.a Applicants must be a <u>GSA member</u> of the GSA as per Section B: Members, GSA Bylaw, Members, Section B.BYL.1.a and B.BYL.1.1.b.	<i>Editorial.</i>
P.POL.2.2.b Eligible children include: <u>Applications must relate to dependent children under eighteen (18) years of age.</u>	<i>Recommended change to allow for all dependent children, not just those with special needs, to be considered eligible until the age of 18 (but not including 18 in order to align with standard definitions of the age of majority).</i>
P.POL.2.2.b.i <del>Dependent children up to, and including, twelve (12) years of age and</del>	<i>See above rationale.</i>
P.POL.2.2.b.ii <del>Dependent children with special needs up to, and including, eighteen (18) years of age.</del>	<i>See above rationale.</i>
P.POL.2.2.c ...	<i>No change.</i>
P.POL.2.2.d There is no limit to the number of GSA CCG applications a GSA member can submit during their degree program.	<i>Moved from current P.POL.2.5.a and revised editorially.</i>
P.POL.2.2.e Applicants may apply for one (1) GSA CCG per child in each fiscal year and the GSA CCG will be a maximum of <u>\$1,000 per child per graduate student in each fiscal year.</u>	<i>Moved from current P.POL.2.5.b.</i>

Current Policy ( <i>deletions noted by a strikethrough</i> ) and Proposed Changes ( <i>additions underlined</i> )	Rationale/Background
P.POL.2.3 <del>Application Information Allocation</del>	<i>Editorial.</i>
P.POL.2.3.a – P.POL.2.3.c ...	<i>No change.</i>
<del>P.POL.2.3.d Applicants are responsible for the completeness and accuracy of their application packages.</del>	<i>Moved to recommended P.POL.2.4.b.</i>
P.POL.2.4 <del>Applying for a GSA CCG Applications</del>	<i>Editorial.</i>
P.POL.2.4.a ...	<i>No change.</i>
<u>P.POL.2.4.b Applicants are responsible for the completeness and accuracy of their applications.</u>	<i>Moved from current P.POL.2.3.d.</i>
<del>P.POL.2.5 Allocation Policy</del>	<i>Recommended removal as all clauses moved to other sections.</i>
<del>P.POL.2.5.a There is no limit to the number of GSA CCG applications an individual can submit during their degree program.</del>	<i>Moved to recommended P.POL.2.2.d.</i>
<del>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.</del>	<i>Moved to recommended P.POL.2.2.e.</i>
<del>P.POL.2.6 Appeals Policy</del>	<i>Moved to recommended P.POL.2.6.</i>
<del>P.POL.2.6.a Any appeals of denied applications must be received by the GSA within ten (10) working days.</del>	<i>See above rationale.</i>
<del>P.POL.2.6.b Appeals must state the grounds for the appeal in writing.</del>	<i>See above rationale.</i>
<del>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.</del>	<i>See above rationale.</i>
<del>P.POL.2.7 Budget Allocation Policy</del>	<i>Moved to recommended P.POL.2.5.</i>
<del>P.POL.2.7.a Funds will normally be distributed as follows:</del>	<i>See above rationale.</i>
<del>P.POL.2.7.a.i 5% of the total annual GSA CCG budget will be held back as contingency funding and</del>	<i>See above rationale.</i>

Current Policy ( <i>deletions noted by a strikethrough</i> ) and Proposed Changes ( <i>additions underlined</i> )	Rationale/Background
<del>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.</del>	<i>See above rationale.</i>
<del>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 GSA Board (GSAB) on the best way to expend the funds.</del>	<i>See above rationale.</i>
<del>P.POL.2.8 Office Procedures</del> <u>P.POL.2.5 Procedures</u>	<i>Renumbering and editorial.</i>
<del>P.POL.2.5.a Funds will normally be distributed as follows:</del>	<i>Moved from current P.POL.2.7.a.</i>
<del>P.POL.2.5.a.i 5% of the total annual GSA CCG budget will be held back as contingency funding and</del>	<i>Moved from current P.POL.2.7.a.i.</i>
<del>P.POL.2.5.a.ii The remaining annual budget will be divided equally amongst the four (4) granting periods noted in Section P.POL.2.3.b, above.</del>	<i>Moved from current P.POL.2.7.a.ii and editorial.</i>
<del>P.POL.2.5.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.</del>	<i>Moved from current P.POL.2.7.a.iii.</i>
<del>P.POL.2.8.a</del> <u>P.POL.2.5.b</u> Under delegated authority from the VPSS, applications will be reviewed <u>and processed</u> by the GSA office for eligibility and completeness, using the following checklist:	<i>Editorial, renumbering, and providing clarity that GSA CCGs are under the authority of the VPSS.</i>
<del>P.POL.2.8.a.i The application information is complete and required documentation has been submitted or confirmed,</del>	<i>Recommended removal as redundant.</i>
<del>P.POL.2.8.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,</del>	<i>See above rationale.</i>
<del>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</del>	<i>See above rationale.</i>
<del>P.POL.2.8.a.iv All other applicable criteria have been met.</del>	<i>See above rationale.</i>
<del>P.POL.2.8.b</del> <u>P.POL.2.5.c</u> Applicants who are ineligible or whose application is incomplete will be contacted by email to provide an opportunity to attempt to resolve the issue.	<i>No change aside from renumbering.</i>
<del>P.POL.2.8.c</del> <u>P.POL.2.5.d</u> All applications will be reviewed by the VPSS. <u>Questions concerning the interpretation of GSA CCG Policy will be decided upon by the VPSS.</u>	<i>Renumbering and incorporation of elements of current P.POL.2.9 that currently involves the GSA Board, although GSA grants and bursaries are under the portfolio of the VPSS, and removing</i>

Current Policy ( <i>deletions noted by a strikethrough</i> ) and Proposed Changes ( <i>additions underlined</i> )	Rationale/Background
	<i>redundant statement covered in recommended P.POL.2.5.b.</i>
<del>P.POL.2.8.d</del> <u>P.POL.2.5.e</u> Applicants will be notified by the GSA by email once processing has been completed and a decision has been made.	<i>No change aside from renumbering.</i>
<del>P.POL.2.9 Interpretation of GSA CCG Policy</del>	<i>Recommended removal as covered in recommended P.POL.2.5.d and also in the appeals mechanism described below.</i>
<del>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.</del>	<i>See above rationale.</i>
<del>P.POL.2.10 Changes to GSA CCG Policy</del>	<i>Recommended removal and all changes to all parts of GSA Bylaw and Policy are under the authority of GSA Council so this section is redundant.</i>
<del>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.</del>	<i>See above rationale.</i>
<u>P.POL.2.6 Appeals</u>	<i>Moved from current P.POL.2.6 and editorial.</i>
<u>P.POL.2.6.a Any appeals of denied applications must be received by the VPSS, with a copy to the ED (or delegate) within ten (10) working days from the date on which the denial of the application was issued.</u>	<i>Moved from current P.POL.2.6 and recommended editorial revisions to provide greater clarity with respect to the submission of appeals.</i>
<u>P.POL.2.6.b Appeals must state the grounds for the appeal in writing.</u>	<i>Moved to recommended P.POL.2.6.</i>
<u>P.POL.2.6.c Appeals will be heard based on the material submitted by the applicant and any associated response concerning the denial of the application.</u>	<i>Moved from current P.POL.2.6 and recommended revisions concerning the hearing of appeals to ensure adherence with the tenets of procedural fairness.</i>
<u>P.POL.2.6.d Appeals will be heard by a DEO, excluding the VPSS, and two (2) GSA Councillors or GSA Council-Elected Officers selected by the President (or other DEO if there is a conflict of interest).</u>	<i>See above rationale.</i>
<u>P.POL.2.6.e Appeal decisions will normally be made within twenty (20) working days of the receipt of an appeal.</u>	<i>Moved from current P.POL.2.6.</i>
<u>P.POL.2.6.f All decisions concerning appeals are final and binding.</u>	<i>See above rationale.</i>

Current Policy ( <i>deletions noted by a strikethrough</i> ) and Proposed Changes ( <i>additions underlined</i> )	Rationale/Background
<b>P.POL.3 GSA Graduate Student Group Grants</b>	<i>No change.</i>
P.POL.3.1 <del>Sponsor</del> /Purpose	<i>Editorial.</i>
P.POL.3.1.a ...	<i>No change.</i>
P.POL.3.2 Eligibility Criteria	<i>Editorial.</i>
P.POL.3.2.a <u>Groups</u> must be registered as a GSA group through Student Group Services (SGS).	<i>Editorial.</i>
P.POL.3.2.b <u>GSA GSGG Event Funding</u>	<i>Recommended creation of two separate headings for event funding and start-up funding, respectively.</i>
P.POL.3.2.b.i GSA GSGG applications for event funding 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.	<i>Renumbering (see above rationale) and editorial.</i>
P.POL.3.2.b.ii GSA GSGG applications for event funding can be submitted at any point in the funding periods specified below in which the proposed event will take place, provided they are submitted before the event has occurred (as determined from the date the application is received). Applications received after the event has occurred will not be eligible.	<i>Moved from current P.POL.3.3.d (see above rationale).</i>
P.POL.3.2.b.iii There is no limit to the number of GSA GSGG applications for event funding that can be submitted within the fiscal year but a maximum of one (1) application may be submitted per event.	<i>Moved from current P.POL.3.5.b (see above rationale).</i>
P.POL.3.2.b.iv GSA GSGG event funding 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).	<i>Moved from current P.POL.3.5.e (see above rationale). Recommended removal of the clause "in cases of dispute, the Vice-President Student Services (VPSS) (or delegate) will decide on allowable expenses" as a dispute has never arisen, given that the UAPPOL policy is adhered to and, should a dispute arise, applicants are able to utilize the appeal mechanism described below.</i>
P.POL.3.2.c <u>GSA GSGG Start-Up Funding</u>	<i>Recommended creation of two separate headings for event funding and start-up funding, respectively.</i>
P.POL.3.2.c.i GSA GSGG applications for start-up funding 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	<i>Renumbering (see above rationale) and editorial.</i>

Current Policy ( <i>deletions noted by a strikethrough</i> ) and Proposed Changes ( <i>additions underlined</i> )	Rationale/Background
Groups for which start-up funding is requested is academic in nature.	
<del>P.POL.3.2.c.ii A GSA Graduate Student Group may apply for start-up funds at any point during any of the periods specified below, provided funds remain.</del>	<i>Moved from current P.POL.3.3.e (see above rationale).</i>
<del>P.POL.3.2.c.iii GSA Graduate Student Groups are only eligible to receive start-up funds once.</del>	<i>Moved from current P.POL.3.5.a (see above rationale).</i>
<del>P.POL.3.3 Application Information Allocation</del>	<i>Editorial.</i>
<del>P.POL.3.3.a – P.POL.3.3.c ...</del>	<i>No change.</i>
<del>P.POL.3.2.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.</del>	<i>Moved to recommended P.POL.3.2.d.</i>
<del>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.</del>	<i>Moved to recommended P.POL.3.2.e.</i>
<del>P.POL.3.3.d Funding for events will be allocated at 100% of shortfall up to a maximum of \$1,500 per group per fiscal year.</del>	<i>Moved from current P.POL.3.5.c.</i>
<del>P.POL.3.3.e Start-up funds will be allocated to a maximum of \$250 per group.</del>	<i>Moved from current P.POL.3.5.a.</i>
<del>P.POL.3.4 Applying for a GSA GSGG Applications</del>	<i>Editorial.</i>
<del>P.POL.3.4.a ...</del>	<i>No change.</i>
<del>P.POL.3.4.b Applicants are responsible for the completeness and accuracy of their applications.</del>	<i>Moved from current P.POL.3.3.f.</i>
<del>P.POL.3.5 Allocation Policy</del>	<i>Recommended removal as all clauses moved to other sections.</i>
<del>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.</del>	<i>Moved to recommended P.POL.3.2.g and P.POL.3.3.e.</i>
<del>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.</del>	<i>Moved to recommended P.POL.3.2.f.</i>

Current Policy ( <del>deletions noted by a strikethrough</del> ) and Proposed Changes ( <u>additions underlined</u> )	Rationale/Background
<del>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.</del>	<i>Moved to recommended P.POL.3.3.d.</i>
<del>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.</del>	<i>Recommended P.POL.3.3.f removal as, in practice, this has never occurred and it contradicts the principle that funding is first come, first served, as noted in P.POL.3.3.a.</i>
<del>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.</del>	<i>Moved to recommended P.POL.3.2.h.</i>
<del>P.POL.3.6 Appeals Policy</del>	<i>Moved to recommended P.POL.3.6.</i>
<del>P.POL.3.6.a Any appeals of denied applications must be received by the GSA within ten (10) working days.</del>	<i>See above rationale.</i>
<del>P.POL.3.6.b Appeals must state the grounds for the appeal in writing.</del>	<i>See above rationale.</i>
<del>P.POL.3.6.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.</del>	<i>See above rationale.</i>
<del>P.POL.3.7 Budget Allocation Policy</del>	<i>Moved to recommended P.POL.3.5.</i>
<del>P.POL.3.7.a Funds will normally be distributed as follows:</del>	<i>See above rationale.</i>
<del>P.POL.3.7.a.i 5% of the total annual GSA GSGG budget will be held back as contingency funding and</del>	
<del>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.</del>	<i>See above rationale.</i>
<del>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.</del>	<i>See above rationale.</i>
<del>P.POL.3.8 Office Procedures P.POL.3.5 Procedures</del>	<i>Moved from current P.POL.3.7.</i>
<del>P.POL.3.5.a Funds will normally be distributed as follows:</del>	<i>Moved from current P.POL.3.7.a.</i>

Current Policy ( <i>deletions noted by a strikethrough</i> ) and Proposed Changes ( <i>additions underlined</i> )	Rationale/Background
<del>P.POL.3.5.a.i</del> 5% of the total annual GSA GSGG budget will be held back as contingency funding and	<i>Moved from current P.POL.3.7.a.i and editorial.</i>
<del>P.POL.3.5.a.ii</del> The remaining annual budget will be divided equally amongst the four (4) granting periods noted in Section P.POL.3.3.b, above.	<i>Moved from current P.POL.3.7.a.ii and editorial.</i>
<del>P.POL.3.5.a.iii</del> 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.	<i>Moved from current P.POL.3.7.a.iii.</i>
<del>P.POL.3.8.a</del> <u>P.POL.3.5.b</u> Under delegated authority from the VPSS, applications will be reviewed and processed by the GSA office for eligibility and completeness, using the following checklist:	<i>Editorial, renumbering, and providing clarity that GSA GSGGs are under the authority of the VPSS.</i>
<del>P.POL.3.8.a.i</del> The application information is complete and required documentation has been submitted or confirmed,	<i>Recommended removal as redundant.</i>
<del>P.POL.3.8.a.ii</del> The GSA Graduate Student Group making the application is registered through SGS,	<i>See above rationale.</i>
<del>P.POL.3.8.a.iii</del> 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,	<i>See above rationale.</i>
<del>P.POL.3.8.a.iv</del> 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,	<i>See above rationale.</i>
<del>P.POL.3.8.a.v</del> There are sufficient funds available in the GSA GSGG budget in the specified period that the application is received, and	<i>See above rationale.</i>
<del>P.POL.3.8.a.vi</del> All other applicable criteria have been met.	<i>See above rationale.</i>
<del>P.POL.3.8.b</del> <u>P.POL.3.5.c</u> Applicants who are ineligible or whose application is incomplete will be contacted by email to provide an opportunity to attempt to resolve the issue.	<i>No change aside from renumbering.</i>
<del>P.POL.3.8.c</del> <u>P.POL.3.5.d</u> All applications will be reviewed by the VPSS. <u>Questions concerning the interpretation of GSA GSGG Policy will be decided upon by the VPSS.</u>	<i>Renumbering and incorporation of elements of current P.POL.3.9 that currently involves the GSA Board, although GSA grants and bursaries are under the portfolio of the VPSS, and removing redundant statement covered in recommended P.POL.5.5.b.</i>
<del>P.POL.3.8.d</del> <u>P.POL.3.5.e</u> Applicants and Department Chairs will be notified by the GSA by email once processing has been completed and a decision has been made.	<i>Renumbering and to align with current practice (and to parallel GSA Policy on GSA ATGs).</i>

Current Policy ( <i>deletions noted by a strikethrough</i> ) and Proposed Changes ( <i>additions underlined</i> )	Rationale/Background
<del>P.POL.3.9 Interpretation of GSA CCG Policy</del>	<i>Recommended removal as covered in recommended P.POL.3.5.d and also in the appeals mechanism described below.</i>
<del>P.POL.3.9.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.</del>	<i>See above rationale.</i>
<del>P.POL.3.10 Changes to GSA CCG Policy</del>	<i>Recommended removal and all changes to all parts of GSA Bylaw and Policy are under the authority of GSA Council so this section is redundant.</i>
<del>P.POL.3.10.a GSA CCG Policy is subject to GSA Council approval and cannot be changed without GSA Council's approval, excluding editorial revisions/clarifications.</del>	<i>See above rationale.</i>
<del>P.POL.3.6 Appeals</del>	<i>Moved from current P.POL.3.6 and editorial.</i>
<del>P.POL.3.6.a Any appeals of denied applications must be received by the VPSS, with a copy to the ED (or delegate) within ten (10) working days from the date on which the denial of the application was issued.</del>	<i>Moved from current P.POL.3.6 and recommended editorial revisions to provide greater clarity with respect to the submission of appeals.</i>
<del>P.POL.3.6.b Appeals must state the grounds for the appeal in writing.</del>	<i>Moved to recommended P.POL.3.6.</i>
<del>P.POL.3.6.c Appeals will be heard based on the material submitted by the applicant and any associated response concerning the denial of the application.</del>	<i>Moved from current P.POL.3.6 and recommended revisions concerning the hearing of appeals to ensure adherence with the tenets of procedural fairness.</i>
<del>P.POL.3.6.d Appeals will be heard by a DEO, excluding the VPSS, and two (2) GSA Councillors or GSA Council-Elected Officers selected by the President (or other DEO if there is a conflict of interest).</del>	<i>See above rationale.</i>
<del>P.POL.3.6.e Appeal decisions will normally be made within twenty (20) working days of the receipt of an appeal.</del>	<i>Moved from current P.POL.3.6.</i>
<del>P.POL.3.6.f All decisions concerning appeals are final and binding.</del>	<i>See above rationale.</i>
<b>P.POL.4 GSA Emergency Bursaries</b>	<i>No change.</i>
<del>P.POL.4.1 Sponsor/Purpose</del>	<i>Editorial.</i>
<del>P.POL.4.1.a The GSA Emergency Bursary (GSA EB) is funded by the Graduate Student Support Fund (GSSF), is a GSA-negotiated</del>	<i>Editorial and portion of section moved to new P.POL.4.1.b.</i>

Current Policy ( <i>deletions noted by a strikethrough</i> ) and Proposed Changes ( <i>additions underlined</i> )	Rationale/Background
<del>benefit to all GSA members graduate students, provided by the GSA through negotiations of the Collective Agreement (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.</del>	
<u>P.POL.4.1.b The GSA EB is a non-repayable bursary for GSA members who need assistance due to an unanticipated emergency.</u>	<i>Moved from current 4.1.a and revised editorially.</i>
<u>P.POL.4.1.c GSA EBs are reviewed and recommended to the GSA by the Student Financial Support (SFS), Office of the Registrar.</u>	<i>Moved from current 4.5.c.</i>
<u>P.POL.4.2 Eligibility Criteria</u>	<i>Editorial.</i>
<u>P.POL.4.2.a Applicants must be a GSA members of the GSA as per Section B: Members, GSA Bylaw, Members, Section B.BYL.1.a and B.BYL.1.1.b.</u>	<i>Editorial.</i>
<del>P.POL.4.2.b An applicant cannot have received a GSA EB in the past fiscal year.</del>	<i>Recommended removal as covered in P.POL.4.5.d.</i>
<u>P.POL.4.2.e b ...</u>	<i>No change aside from renumbering.</i>
<u>P.POL.4.2.c Dental costs will not be funded if the applicant has opted out of the GSA Health and Dental Plan.</u>	<i>Moved from current P.POL.4.5.d.</i>
<u>P.POL.4.2.d There is no limit to the number of GSA EB applications a GSA member can submit during their degree program. There is a maximum of one (1) GSA EB per fiscal year.</u>	<i>Moved from current P.POL.4.5.a and revised editorially.</i>
<u>P.POL.4.3 Application Information Allocation</u>	<i>Editorial.</i>
<u>P.POL.4.3.a – P.POL.4.3.b ...</u>	<i>No change.</i>
<u>P.POL.4.3.c The maximum amount that will be awarded to a GSA member for a GSA EB is \$4,000.</u>	<i>Moved from current P.POL.4.5.b and recommend increase in the amount of GSA EB funding available per application from \$2,000 to \$4,000.</i>
<u>P.POL.4.3.d 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.</u>	<i>Moved from current P.POL.4.5.e.</i>
<u>P.POL.4.4 Applying for a GSA EB Applications</u>	<i>Editorial.</i>
<u>P.POL.4.4.a – P.POL.4.4.b ...</u>	<i>No change.</i>

Current Policy ( <i>deletions noted by a strikethrough</i> ) and Proposed Changes ( <i>additions underlined</i> )	Rationale/Background
<del>P.POL.4.4.c Applicants are responsible for the completeness and accuracy of their applications.</del>	<i>Moved from current P.POL.4.3.c.</i>
<del>P.POL.4.5 Allocation Policy</del>	<i>Recommended removal as all clauses moved to other sections.</i>
<del>P.POL.4.5. 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.</del>	<i>Moved to recommended P.POL.4.2.d.</i>
<del>P.POL.4.5.b The maximum amount that will be awarded to an individual for a GSA EB is \$2,000.</del>	<i>Moved to recommended P.POL.4.3.c.</i>
<del>P.POL.4.5.c GSA EBs are reviewed and recommended to the GSA by the Student Financial Support (SFS), Office of the Registrar.</del>	<i>Moved to recommended P.POL.4.1.c.</i>
<del>P.POL.4.5.d Dental costs will not be funded if the applicant has opted out of the GSA Health and Dental Plan.</del>	<i>Moved to recommended P.POL.4.2.c.</i>
<del>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.</del>	<i>Moved to recommended P.POL.4.3.d.</i>
<del>P.POL.4.6 Appeals Policy</del>	<i>Moved to recommended P.POL.4.6.</i>
<del>P.POL.4.6.a Any appeals of denied applications must be received by the GSA within ten (10) working days.</del>	<i>See above rationale.</i>
<del>P.POL.4.6.b Appeals must state the grounds for the appeal in writing.</del>	<i>See above rationale.</i>
<del>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 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.</del>	<i>See above rationale.</i>
<del>P.POL.4.7 Budget Allocation Policy</del>	<i>Moved to recommended P.POL.4.5.</i>
<del>P.POL.4.7.a Funds will normally be distributed as follows:</del>	<i>See above rationale.</i>
<del>P.POL.4.7.a.i 5% of the total annual GSA EB budget will be held back as contingency funding and</del>	<i>See above rationale.</i>
<del>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.</del>	<i>See above rationale.</i>

Current Policy ( <del>deletions noted by a strikethrough</del> ) and Proposed Changes ( <u>additions underlined</u> )	Rationale/Background
<del>P.POL.4.8 Office Procedures</del> <u>P.POL.4.5 Procedures</u>	<i>Renumbering and editorial.</i>
<del>P.POL.4.5.a Funds will normally be distributed as follows:</del>	<i>Moved from current P.POL.4.7.a.</i>
<del>P.POL.4.5.a.i 5% of the total annual GSA EB budget will be held back as contingency funding and</del>	<i>Moved from current P.POL.4.7.a.i.</i>
<del>P.POL.4.5.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.</del>	<i>Moved from current P.POL.4.7.a.ii.</i>
<del>P.POL.4.8.a P.POL.4.5.b Under delegated authority from the VPSS, applications will be reviewed and processed by the GSA office for eligibility and completeness, using the following checklist:</del>	<i>Editorial, renumbering, and providing clarity that GSA EBs are under the authority of the VPSS.</i>
<del>P.POL.4.8.a.i The application information is complete and required documentation has been submitted or confirmed,</del>	<i>Recommended removal as redundant.</i>
<del>P.POL.4.8.a.ii All other applicable criteria have been met.</del>	<i>See above rationale.</i>
<del>P.POL.4.8.c P.POL.4.5.c All applications and recommendations from SFS will be reviewed by the VPSS. Questions concerning the interpretation of GSA EB Policy will be decided upon by the VPSS.</del>	<i>Renumbering and recommended removal of redundant statement covered in recommended P.POL.4.5.b.</i>
<del>P.POL.4.8.e P.POL.4.5.d SFS will contact GSA EB recipients via email when a cheque is available for pick up at the GSA office.</del>	<i>No change aside from renumbering.</i>
<del>P.POL.4.9 Interpretation of GSA EB Policy</del>	<i>Recommended removal as covered in recommended P.POL.4.5.b and also in the appeals mechanism described below.</i>
<del>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.</del>	<i>See above rationale.</i>
<del>P.POL.4.10 Changes to GSA EB Policy</del>	<i>Recommended removal and all changes to all parts of GSA Bylaw and Policy are under the authority of GSA Council so this section is redundant.</i>
<del>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.</del>	<i>See above rationale.</i>
<u>P.POL.4.6 Appeals</u>	<i>Moved from current P.POL.4.6 and editorial.</i>

Current Policy ( <i>deletions noted by a strikethrough</i> ) and Proposed Changes ( <i>additions underlined</i> )	Rationale/Background
P.POL.4.6.a Any appeals of <del>denied applications</del> must be received by the VPSS, with a copy to the <u>Executive Director (ED) (or delegate)</u> within ten (10) working days from the date on which the denial of the application was issued.	<i>Moved from current P.POL.4.6 and recommended editorial revisions to provide greater clarity with respect to the submission of appeals.</i>
P.POL.4.6.b Appeals must state the grounds for the appeal in writing.	<i>Moved to recommended P.POL.4.6.</i>
P.POL.4.6.c Appeals will be heard based on the material submitted by the applicant and any associated response concerning the denial of the application.	<i>Moved from current P.POL.4.6 and recommended revisions concerning the hearing of appeals to ensure adherence with the tenets of procedural fairness.</i>
P.POL.4.6.d Appeals will be heard by a DEO, excluding the VPSS, and two (2) GSA Councillors or GSA Council-Elected Officers selected by the President (or other DEO if there is a conflict of interest).	<i>See above rationale.</i>
P.POL.4.6.e Appeal decisions will normally be made within twenty (20) working days of the receipt of an appeal.	<i>Moved from current P.POL.4.6.</i>
P.POL.4.6.f All decisions concerning appeals are final and binding.	<i>See above rationale.</i>

SPEAKER AND EXECUTIVE DIRECTOR  
**POSITION ON THE GSA NOMINATING COMMITTEE (1 POSITION FOR A GRADUATE STUDENT MEMBER):  
 1 NOMINEE**

Dylan Ashley stepped down from his position on the GSA Nominating Committee (GSA NoC) in January 2019, leaving a vacancy for one voting member on the GSA NoC. Information regarding this position was circulated on two instances via the GSA newsletter with a deadline of 13 March 2019. One (1) nomination was received.

The GSA NoC is charged with selecting graduate student representatives to serve on councils, committees, and other bodies requiring such representation. The GSA NoC also leads an annual initiative in October known as the “Early Call for Talent and Training”, during which graduate students interested in running for elected office are invited to attend a Get-to-Know Dinner and training sessions (GSA Bylaw and Policy, Section E: Nominating, GSA Policy, GSA Standing Committees, GSA Nominating Committee, Sections E.POL.8.2 and E.POL.8.7).

**There will be a paper ballot vote held at the 18 March 2019 GSA Council meeting.**

*If you and your alternate are unable to attend the 18 March 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](mailto:gsa.nomcomm@ualberta.ca)) BEFORE 3:00 PM on Monday 18 March 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. Damandeep Singh (MBA)**

**GSA Council Member Leaving GSA NoC:** Dylan Ashley (Computing Science)

**GSA Council Members Staying on GSA NoC:** Kenzie Gordon (Humanities Computing) (GSA NoC Vice-Chair), David Tandio (Pharmacology)

**Members Staying on GSA NoC:** Radim Barta (Oncology) (GSA NoC Chair), Ahsan Ahmed (Civil and Environmental Engineering)

**Jurisdiction:**

**Section E: Nominating, GSA Policy, Nominating, Section 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.”*

**Section E: Nominating, GSA Policy, GSA Standing Committees, GSA Nominating Committee, Section E.POL.5.1**

*“A total of five (5) 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 graduate student members elected by GSA Council, as voting members.”*

**The name and biography received for the one (1) nominee is BELOW on page 9.1. The biography and resume is presented as received (ie not edited).**

**Nomination for GSA Nominating Committee (GSA NoC)**  
**(1 Vacancy for a Graduate Student)**  
**One (1) Nominee**

**1. Damandeep Singh**

<b>Other governance bodies you currently serve on (whether GSA or UAlberta)</b>	MBAA(MBA Association Governance Committee)
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**Statement of Interest**

I have experience working in intercultural team of varying sizes. I have been involved in interview process and organizing volunteer activities such as blood donation. I am currently the member of the Governance committee of MBA Association, University of Alberta where I got an exposure on conducting elections and nomination process which I think will be relevant for this position. I like to interact with people and socialize myself. I think these qualities are very much important for associations like Graduate student association.

**Bio**

I am an international student from India and have done B.tech in Electronics and communication. I have work experience of around 4 years as a software developer. During my undergrad I was quite involved in organizing events such as Placement sessions, plantation drives and representing department in career fairs and tech-fests. Here at UofA I have also been the Co-Facilitator of the International House, University of Alberta where I organized inter cultural events apart from managing and being responsible for the Facilitation team of International house.

**Summary Resume**

I am currently first year MBA student and usually free in the evenings(I suppose meetings will be in evenings). My work experience is in technology and i am currently doing MBA to find ways to connect Bussiness and technology. I have gone through the process of nominations when I was elected as a Co-Facilitator. I was also the part of Rotary club in my first semestar.

**GSA President  
Report to GSA Council for the 18 March 2019 Meeting**

To: GSA Council  
From: Sasha van der Klein  
Date: 15 March 2019

Dear Council Colleagues,

A big thank you to all who were engaged in the 2019 GSA General Election and congratulations to the new team of Directly-Elected Officers (DEOs) and Councillors-at-Large! February flew by so fast, so there's only three weeks of work to report on. I hope you all survived/are surviving midterm season. Below you will find some of my highlights from the last weeks.

**External**

**Ab-GPAC** – We had our yearly Annual General Meeting in Red Deer. We discussed potential pathways forward following the provincial election and also approved revisions to the ab-GPAC bylaws and policy, which will allow more graduate student association members to join our advocacy group.

**Black Graduate Students' Association** – Fahed and I attended the inaugural dinner of the Black Graduate Students' Association. MLA David Shepherd presented a very short summary of black history in Alberta at the event, which was very informative. It was a fantastic celebration with some amazing food!

**Student Advisors Conference** – Kristine Wray, President of the Indigenous Graduate Students' Association (IGSA), and I presented at the Student Advisors Conference on our partnership over the past year and encouraged student advisors to inform themselves on issues specific to indigenous students and work together with service providers like First Peoples' House, or students' associations like the IGSA or the Aboriginal Student Council.

**Internal**

**Tuition** – On 15 March, the Board of Governors approved a 2.77% increase to international tuition for the next academic year. As the GSA representative on the Board, I voted against this motion. As mandated by the Government of Alberta, domestic tuition and mandatory non-instructional fees (for both domestic and international students) will remain frozen. The GSA has also released a statement on the recent vote through the GSA newsletter and on our website here.

**Guaranteed Minimum Funding Packages** – No updates this month, hopefully this will move forward for further consultation to the General Faculties Council and other University governance bodies soon.

**Pride** – The GSA participated in the U of A Pride Parade on 13 March! Thanks to everyone who attended the parade to march with the GSA. The week of 11 to 15 March we also decorated our front-desk with the rainbow flag.

**Volunteer Appreciation** – We held our annual volunteer appreciation get together on 7 March. Thank you to all GSA Councillors, standing committee members, and other volunteers who came out and had fun! I certainly enjoyed sharing some good food and conversations with you all.

**Transition** – Obviously with a newly elected team eager to start their term on 1 May, our office and DEOs have been busy preparing the materials needed to get the new DEOs up to speed. This helps them to hit the ground running when they officially start their terms.

Don't feel afraid to shoot 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 25 February 2019 and 18 March 2019. The meetings were accurate at the time of printing.

26 February	Faculty of Graduate Studies and Research (FGSR) Dean Selection Committee
26 February	Board Finance and Property Committee (BFPC)
27 February	Tea with S Dion, Assistant Dean, First Nations, Metis and Inuit Students and C Andersen, Faculty of Natives Studies Dean
28 February	Meeting with W King, Director, Office of Safe Disclosure and Human Rights (OSDHR)
28 February	Black Graduate Students' Association (BGSA) Event
1 March	Board Reputation and Public Affairs Committee (BRPAC)
1 March	Meeting with D Burshtyn, Faculty of Graduate Studies and Research (FGSR) Interim Dean
2 March	Alberta Graduate Provincial Advocacy Council (ab-GPAC) Annual General Meeting
4 March	Meeting with B Hogeveen, Faculty of Graduate Studies and Research (FGSR) Associate Dean
4 March	Meeting with N van Kuppeveld, Alberta Graduate Provincial Advocacy Council (ab-GPAC) Executive Director
4 March	Pride Week Group Meeting
5 March	GSA Labour Town Hall
6 March	Student Advisors' Conference
7 March	Alberta Graduate Provincial Advocacy Council (ab-GPAC) Communication Committee Meeting
7 March	GSA Volunteer Appreciation Event
13 March	Faculty of Graduate Studies and Research (FGSR) Focus Group on Mental Health Resources for Graduate Students
13 March	University Pride Parade
13 March	General Faculties Council Academic Planning Committee (GFC APC)
14 March	Monthly Meeting with A Costopoulos, Dean of Students
14 March	GSA Budget and Finance Committee (GSA BFC)
15 March	Board of Governors (BoG)
15 March	Alberta Graduate Provincial Advocacy Council (ab-GPAC) Meeting with Concordia University Graduate Students' Association
18 March	Meeting with N van Kuppeveld, Alberta Graduate Provincial Advocacy Council (ab-GPAC) Executive Director
18 March	General Faculties Council (GFC)

**GSA Board**  
**Report to GSA Council for the 18 March 2019 Meeting**

To: GSA Council  
 From: Courtney Thomas, Executive Director; Julie Tanguay, Associate Director; and Lisa Hareuther, Assistant Director  
 Date: 15 March 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 – 20.3.

**27 February 2019 GSA Board Meeting:**

Main Agenda Items:

GSA Health and Dental Plan Fee for 2019-2020; Recommended Changes to GSA Policy on Grants and Bursaries; and Recommended Changes to GSA Bylaw and Policy on Membership.

Motions and Agreements:

**MOTION:** That the GSA Board **RECOMMEND TO GSA COUNCIL** 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. SvK **MOVED**. MA Seconded. **CARRIED**.

**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 P: GSA Grants and Bursaries, as shown in the attached double column document and effective upon approval by GSA Council. SvK **MOVED**. BR Seconded. **CARRIED**.

**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 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 approval by GSA Council. SvK **MOVED**. BR Seconded. **CARRIED**.

**6 March 2019 GSA Board Meeting:**

Main Agenda Items:

Statement re International Student Tuition Increase and Residence Rental Rate Increases; and Meeting reports.

Motions and Agreements: None at this time

**13 March 2019 GSA Board Meeting:**

Main Agenda Items:

Attendance at the Alberta Graduate Provincial Advocacy Council (ab-GPAC) Transition, 12-13 April 2019, in Calgary, AB; and Meeting reports.

Motions and Agreements:

**MOTION:** That the GSA Board **APPROVE** the estimated expense for five (5) representatives to attend the **ab-GPAC Transition, 12-13 April 2019** in Calgary, AB as noted below. SvK **MOVED**. ZP Seconded. **CARRIED**.

**GSA Budget and Finance Committee  
Report to GSA Council for the 18 March 2019 Meeting**

To: GSA Council  
From: Sasha van der Klein  
Date: 15 March 2019

Dear Council Colleagues,

On 14 March, the GSA Budget and Finance Committee (GSA BFC) met to review the most recent quarterly statement on the GSA's investments, and a representative from our ATB investment management team was on hand to answer questions; our investments are performing well. At this meeting we also discussed ethical investment strategies.

I am happy to answer any questions.

Sincerely,  
Sasha van der Klein, President and Chair of the GSA BFC

**GSA Governance Committee (GSA GC)  
Report to GSA Council for the 18 March 2019 Meeting**

To: GSA Council  
From: Sasha van der Klein  
Date: 15 March 2019

Dear Council Colleagues,

The GSA GC reviewed and recommended a proposal, via email, on 11 March 2019 to introduce language to Section O: GSA Recognition Awards, 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 recommended change will be brought forward to GSA Council on 15 April 2019.

Sincerely,  
Sasha van der Klein, President and Chair of the GSA GC

**GSA Vice-President Academic  
Report to GSA Council for the 18 March 2019 Meeting**

To: GSA Council  
From: Masoud Aliramezani  
Date: 15 March 2019

Dear Council Colleagues,

I hope you are all doing well.

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

First, I have been following up on a concern that was shared with us previously regarding short notice for class rescheduling and the issues that this can cause to students, particularly those who work on/off campus or have other time commitments apart from their course work. Unfortunately, there is no policy or guidelines for rescheduling classes at either the graduate level or undergraduate level. After sharing this concern with the Faculty of Graduate Studies and Research Policy Review Committee (FGSR PRC), it has been brought forward to University Governance and I am waiting to hear back which committee will review this matter next.

The other ongoing topic that we have been discussing in the FGSR PRC, is whether to make it possible for full-time graduate students to switch to part-time status if they need to. Currently, domestic graduate students can switch from part-time to full-time, but not the other way around. This can cause problems for students who need to spend more time away from their studies for any reason. It should be noted that international students cannot switch to part-time status due to federal immigration laws and any changes to this policy would only affect domestic students.

I have also been following up on the procedural transparency around the adjudication process for scholarships and awards at the departmental and faculty levels. Unfortunately, not only are there are no standard appeal processes for these decisions, but such a standard does not exist for the adjudication processes within the FGSR. Sasha and I met in March with the Interim Vice-Dean of the FGSR to discuss this matter in more detail. 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 FGSR.

Lastly, I have been serving on the FGSR Learning Outcomes Framework Working Group, which is working to develop templates for graduate degree learning outcomes. The working group will be presenting on this project to FGSR Council in April 2019 for pre-consultation. I have also been participating in two of its sub-groups (Scoping Exercise and Guide for Graduate Program Learning Objectives and Assessment) that are developing the details of the new framework.

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 25 February 2019 and 18 March 2019. The meetings were accurate at the time of printing.

26 February	Faculty of Graduate Studies and Research (FGSR) Learning Outcomes Scoping Exercise
27 February	Faculty of Graduate Studies and Research (FGSR) Learning Outcomes Working Group
1 March	Meeting with D Burshtyn, Faculty of Graduate Studies and Research (FGSR) Interim Dean
4 March	Meeting with B Hogeveen, Faculty of Graduate Studies and Research (FGSR) Interim Vice-Dean
4 March	General Faculties Council Executive Committee (GFC Exec)
6 March	Faculty of Graduate Studies and Research Policy Review Committee (FGSR PRC)
7 March	GSA Volunteer Appreciation Event
13 March	Faculty of Graduate Studies and Research (FGSR) Focus Group on Mental Health Resources for Graduate Students
14 March	GSA General Faculties Council Caucus (GSA GFC Caucus)
15 March	Faculty of Graduate Studies and Research (FGSR) Learning Outcomes Subgroup Guide for Graduate Program Learning Objectives and Assessment
15 March	Meeting with D Burshtyn, Faculty of Graduate Studies and Research (FGSR) Interim Dean
15 March	Open Educational Resources (OER) Awards Committee
18 March	GSA Faculty of Graduate Studies and Research (FGSR) Council Caucus
18 March	General Faculties Council (GFC)

**GSA Vice-President External  
Report to GSA Council for the 18 March 2019 Meeting**

To: GSA Council  
From: Zhihong Pan  
Date: 15 March 2019

Dear Council Colleagues,

It's nice have warmer weather again and I hope everyone has been doing well since the last time we met. Below are highlights of meetings and events I have been involved in during the last month.

**Residence Related Meetings**

During the last month, I have attended some meetings related to university residences. The first one was the Residence Advisory Committee (RAC) meeting, where we discussed the incoming enhancements to the maintenance request process, in order to make this process more efficient and user friendly. In addition, an update on residence internet connectivity issues was provided, and services providers will be coming forward with presentations and will investigate students' needs. The second meeting I attended was for the Joint Residence Oversight Committee (JROC), during which a statistical report regarding the 2018 residence workorders vs occupancy rates was provided. Additionally, we discussed the residence capacity building and possible mental health supports for students living in residences.

**Provincial Advocacy Group Meeting**

As Sasha noted in her report, we recently attended the Alberta Graduate Provincial Advocacy Council (ab-GPAC) Annual General Meeting (AGM). During this AGM, we reviewed the 2018 audited financial statements and approved some bylaw changes. In addition, we reviewed our advocacy efforts and strategy over the past year and discuss strategies for improvement and continuation of our work from this past year. We also discussed how ab-GPAC can continue to evolve in the future.

**Other Meetings and Events**

I also attended the International Student Advisory Committee with Beth, where we talked about University safety issues and continuing advocacy for international students on the topic of tuition fees. In addition, I attended the Student Homelessness Support Working Group where we received updates on a pilot program and they are looking for feedback from students on the intake process. Additionally, the Working Groups is going to reach out Universities across Canada to see how they are working with students experiencing homelessness. Finally, I attended the Community Engagement Advisory Committee, during which we mainly talked about their work to prepare for a community engagement open house.

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

Zhihong Pan, Vice-President External

## 12.1

*Please find below a list of meetings I attended between 25 February 2019 and 18 March 2019. The meetings were accurate at the time of printing.*

28 February	Residence Advisory Committee (RAC)
28 February	International Student Advisory Committee (ISAC)
2 March	Alberta Graduate Provincial Advocacy Council (ab-GPAC) Annual General Meeting
5 March	Student Homelessness Support Working Group
5 March	Joint Residence Oversight Committee (JROC)
7 March	Community Engagement Advisory Committee
7 March	GSA Volunteer Appreciation Event
13 March	Faculty of Graduate Studies and Research (FGSR) Focus Group on Mental Health Resources for Graduate Students
14 March	Campus Clean Air Strategy Working Group
14 March	Campus Food Bank Board Meeting
16 March	Alumni Council Retreat

**GSA Awards Selection Committee  
Report to GSA Council for the 18 March 2019 Meeting**

To: GSA Council  
From: Zhihong Pan  
Date: 15 March 2019

Dear Council Colleagues,

As per GSA Bylaw and Policy, the GSA Awards Selection Committee (GSA ASC) “will be consulted concerning any proposed changes to the number, selection criteria, names, and value of GSA Recognition Awards” (Section O: GSA Recognition Awards, GSA Policy: GSA Standing Committees, GSA Awards Selection Committee, Section O.POL.5.1.a). On 28 February 2019, the members of the GSA ASC were consulted on a recommended change to Section O, 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.

GSA ASC members did not have any comments about this change and the GSA Governance Committee subsequently recommended the proposed change to GSA Council. The recommended changes will be brought forward to GSA Council on 15 April 2019.

I’ll be happy to answer any questions you may have.

Best,  
Zhihong Pan, Vice-President External and Chair of the GSA ASC

**GSA Vice-President Labour**  
**Report to GSA Council for the 18 March 2019 Meeting**

To: GSA Council  
From: Beth Richardson  
Date: 15 March 2019

Dear Council Colleagues,

Spring is finally here! I officially hung up my parka this morning (I hope for the season, but you never know if second winter is around the corner...). Finals and the associated marking may be coming up fast, but I hope everyone gets a chance to make some time for themselves and get out into this strange new sunshine! As well as my report to Council, I've been in regular correspondence with the bargaining unit (comprised of current Graduate Research Assistants (GRAs), Graduate Teaching Assistants (GTAs), and Graduate Research Assistant Fellowships (GRAFs)) regarding collective bargaining. Another reminder here too, if you receive these emails, please make sure you're reading them carefully as they contain essential information on student pay and working rights.

**Campus Facilities Safety and Security (CFSS) Working Group**

The CFSS Working Group is in the process of finalising its report on campus safety. However, this is not the end of safety and security consultations on campus; the CFSS Working Group is seamlessly transitioning into the CFSS Standing Committee, and will continue to hear concerns on campus safety and make recommendations to University governance. Look out for the updated Personal Safety Survey in the coming months, which was distributed across campus last year as well, if you'd like to provide your feedback on how the University can continue to make campus a secure and safe space for everyone.

**Collective Bargaining**

We are continuing collective bargaining with the University on the new Collective Agreement. I have received a great deal of feedback from graduate students through town halls, office hours visits, and via email, and I have used this data to inform the ongoing process. I'd like to thank everyone who has taken the time to contact me and express their point of view. I hope to have some concrete proposals to be included in the next Collective Agreement, and I encourage all students in the bargaining unit to look out for further updates soon.

We are also currently advertising for new members for the GSA Labour Relations Committee! If you are a current academically-employed graduate student who is passionate about student workers and want to have more involvement in building our labour infrastructure and union community, please apply. Current academically-employed graduate students were sent the advertisement for these positions on 13 March 2019 through the GSA Labour listserv and the deadline to receive applications is on Friday 29 March 2019.

As always, please don't hesitate to contact me 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

*Please find below a list of meetings I attended between 25 February 2019 and 18 March 2019. The meetings were accurate at the time of printing.*

26 February	Meeting with a Graduate Student
27 February	Graduate Student Walk-In Office Hours
28 February	Monthly Meeting with A Costopoulos, Dean of Students
28 February	Meeting with W King, Director, Office of Safe Disclosure and Human Rights
28 February	International Student Advisory Committee (ISAC)
5 March	GSA Labour Town Hall
6 March	Graduate Student Walk-In Office Hours
7 March	GSA Volunteer Appreciation Event
12 March	Meeting re: GSA Collective Agreement
12 March	Campus Facilities Safety and Security (CFSS) Working Group Meeting
13 March	Faculty of Graduate Studies and Research (FGSR) Focus Group on Mental Health Resources for Graduate Students
13 March	University Pride Parade
13 March	Graduate Student Walk-In Office Hours
14 March	Monthly Meeting with A Costopoulos, Dean of Students
14 March	Meeting with a Graduate Student
15 March	Meeting with Association of Academic Staff University of Alberta (ASSUA) and Non-Academic Staff Association (NASA)

**GSA Vice-President Student Services  
Report to GSA Council for the 18 March 2019 Meeting**

To: GSA Council  
From: Fahed Elian  
Date: 15 March 2019

Dear Council Colleagues,

Let me first start by thanking everyone who voted in the 2019 GSA General Election, and thank you to those who elected me to be your incoming President. I promise you I will make your voice heard, and I hope to serve all of you tirelessly and efficiently, and I am looking forward to working with all of you next year. I am happy to share my activities and to give you a brief update of the meetings I attended in the last month.

**Board Safety, Health, and Environment Committee (BSHEC) Meeting**

Committee members were updated on some of the safety and occupational health initiatives on campus. These initiatives are projected to be fully implemented by 2020/21, and include:

1. Continued implementation of an online hazard management system:
  - This tool was launched in March 2016 and updates will address psychosocial aspects;
  - As of as December 2018 the system was used by 736 individuals, including 22 faculty members;
  - The system will be evaluated again in 2022; *and*
  - I addressed the fact that having a small number of professors utilizing the system might not reflect an accurate evaluation of the general population, and I recommended the need to explore ways to incorporate more professors in this process.
  
2. Integrate Alberta *Occupational Health and Safety (OHS) Act* Changes to the Environment, Health and Safety (EHS) Management System:
  - Define new obligations for various groups (supervisors, mentors, lecturers, etc.) to protect worker health and safety that complies with the new OHS legislation;
  - Make the Supervisors EHS Professional Development (SEHSPD) eLearning Program (originally launched in October 2017) mandatory; *and*
  - Consult with internal stakeholders (ie the GSA and the Students' Union) to determine impacts, gaps and actions.
  
3. Psychological/Social Wellbeing/ Violence/ Harassment and Domestic Violence:
  - The new OHS legislation now includes definitions of health and safety covering physical, psychological, and social well-being, and new requirements that the U of A has to comply with;
  - It is anticipated that issue intake will be directed through the Office of Safe Disclosure and Human Rights (OSDHR) for triage to the appropriate body at the U of A. These issues will be managed separately from committees, for sensitivity and confidentiality reasons; *and*
  - Stakeholder consultation will continue to analyze any gaps associated with workplace harassment;

During this meeting, we also reviewed a report from the OSDHR, which provided data related to their intake and referral services over the past year. They received 228 disclosures, the majority of which related to harassment and discrimination. Similar proportions of disclosures were received from students (33%), non-academic staff (32%), and academic staff (24%).

Finally, we had a discussion on the BSHEC's upcoming transformation. The topics of safety and environment will be added to the mandate of the Board Audit and Risk Committee, and BSHEC will be dissolved. As student representatives do not have either a voting or non-voting seat on this committee, I addressed the importance of having student voices heard on safety topics, and I will advocate for inviting graduate students to meetings when agenda items directly touch on graduate students' safety. The topic of health will be added to the mandate of the Board Learning and Discovery Committee.

#### **Meeting with Office of the Dean of Students Representatives, and the Students' Union (SU) re: Rapid Response**

I met with representative from the Dean of Students Office and the Students' Union to discuss the creation of a crisis rapid response team. Currently, we have no rigid policies or mechanisms in place to respond to crises on campus, especially those related to mental health. The current idea is to have a team available on campus 24/7 that is qualified to respond to a mental health crisis on campus, including residences, and which would include a member of University of Alberta Protective Services (UAPS), counsellors, and a psychiatrist. I addressed that we need to respect students' rights in this process and consider their needs for privacy and whether or not they choose to interact with the response team. Moreover, I shared the idea of reaching out to the Faculty of Graduate Studies and Research and individual departments to check whether they have policies related to crisis response. More updates on this project will follow in the next few months, and the terminology of "rapid response" team may be modified prior to implementation.

Please do not hesitate to reach out to me if you have any questions, concerns, thought or ideas or just for a coffee and chat. I am always happy to hear from you.

Sincerely,  
Fahed Elian, Vice-President Student Services

*Please find below a list of meetings I attended between 25 February 2019 and 18 March 2019. The meetings were accurate at the time of printing. Please note that I was on academic leave 26 February 2019, 6 March 2019, and 14-15 March 2019.*

27 February	Board Safety, Health, and Environment (BSHEC)
28 February	Campus Clean Air Strategy Working Group
28 February	Black Graduate Students' Association (BGSA) Event
4 March	Meeting with Office of the Dean of Students Representatives, and the Students' Union (SU) re: Rapid Response
5 March	Meeting with K Friese, Assistant Dean of Students
7 March	GSA Volunteer Appreciation Event
13 March	Mental Health Foundation Breakfast
13 March	Faculty of Graduate Studies and Research (FGSR) Focus Group on Mental Health Resources for Graduate Students
15 March	Board of Governors (BoG)
18 March	Equity, Diversity, and Inclusion (EDI) Awards

**GSA Speaker**  
**Report to GSA Council for the 18 March 2019 Meeting**

To: GSA Council  
From: Pranidhi Baddam  
Date: 15 March 2019

Hello everyone,

Thanks to all GSA Council members who filled out the GSA Council survey at the 25 February 2019 meeting. Based on the results of the survey, I am happy to report that, overall, everyone seems happy with how meetings function and with their experiences serving on GSA Council. (As is to be expected, we did get a few comments about food, and some feedback that meetings should start earlier, along with feedback that meetings should start later.)

In response to the results of the survey, I wanted to draw your attention to a few reminders:

- There are a series of training and other ongoing supports available to GSA Councillors. The GSA Council Handbook, which is located [online](#) and sent to new GSA Councillors once they have submitted their Councillor Information form, is a useful tool to learn more about the GSA and how GSA Council functions. It also contains a list of abbreviations commonly used at GSA Council meetings. Additionally, prior to major items coming before GSA Council for consideration (such as the GSA's budget, or the setting of the GSA Health and Dental Plan fee), an information session is scheduled for any GSA Councillor interested in learning more about these topics in-depth and in advance of the Council meeting where the item will be discussed. GSA office staff are also always available to provide training on specific topics upon request *and*
- GSA Council serves as a discussion forum for *all* graduate departments and programs at the U of A. In addition to the responsibility of GSA Departmental Councillors to report back to their constituents (graduate students within their department), I wanted to further encourage all of you to bring forward any issues that you hear from your graduate student colleagues. If there is an issue you want to bring forward that isn't addressed on the agenda, you can always bring it up during the question period designated on each GSA Council agenda, or you can contact me at any point outside of a GSA Council meeting to find the best way to bring an issue forward.

Finally, there are two proposed changes that I wanted direct feedback from GSA Council members on:

- Whether members would like to see timed agenda items (so that the estimated start and estimated end time for each item would be listed on each agenda)?
- Whether members could like to see GSA Council elections moved to the start of the agenda?

If GSA Councillors are amenable to us trying out these two modifications, my suggestion is that we try implementing them at the upcoming two meetings of GSA Council (April and May), and re-evaluate at that point whether these changes seem to work in practice.

Best,

Pranidhi Baddam, Speaker

**GSA Chief Returning Officer  
Report to GSA Council for the 18 March 2019 Meeting**

To: GSA Council  
From: Vahid Ayan and Amritha Prasad  
Date: 15 March 2019

The report below serves as the written report that GSA Policy (Section D: GSA Officers, GSA Policy, Officer Portfolios, Section D.POL.10.1.e.ii) notes the Chief Returning Officer (CRO) will provide following the GSA General Election. This report also serves as my procedural report, as required by GSA Policy (Section I: Elections, GSA Policy, Elections, Section I.POL.15.1).

**Note from Vahid Ayan**

Dear Council Colleagues,

I would like to thank Amritha Prasad, Deputy Returning Officer, for her great work during the 2019 GSA General Election. Some other commitments took some of my time during the election and Amritha stepped up to the challenge when I was unavailable and was of great assistance in overseeing the election.

Best,  
Vahid Ayan, Chief Returning Officer

**Note from Amritha Prasad**

Dear Council Colleagues,

The 2019 GSA General Election ran pretty smoothly. There were a few questions from candidates and from graduate students at large concerning the stipulations of GSA Bylaw and Policy and, as per those governing documents, the GSA Elections and Referenda Committee (GSA ERC) was consulted whenever an answer was not readily addressed in GSA Bylaw and Policy. No formal complaints were received, which allowed us to release the official results on Friday, 1 March 2019.

Additionally, I have kept a thorough record of possible needed changes to GSA Bylaw and Policy on elections based on the questions that arose throughout the campaigning period that I will be putting forward to the GSA ERC in the coming weeks.

The total voter turnout for the 2019 GSA General Election was 12.7%, which is a slight decrease from the 2018 GSA General Election where we saw a voter turnout of 13.4%.

I would like to thank all of the members of the GSA ERC for their contributions and efforts.

Best,  
Amritha Prasad, Deputy Returning Officer

**GSA Nominating Committee  
Report to GSA Council for the 18 March 2019 Meeting**

To: GSA Council  
From: Radim Barta  
Date: 15 March 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 Standing Committees**

**1) GSA Nominating Committee (GSA NoC) (One (1) Graduate Student Position)**

Vacancies on the GSA NoC are advertised by the GSA Executive Director and GSA Speaker, who will then provide GSA Council with the names of nominees who meet the eligibility requirements associated with membership on the GSA NoC (GSA Bylaw and Policy, Section E: Nominating, GSA Policy, GSA Standing Committees, GSA Nominating Committee, Section E.POL.4.1). As such, information regarding the position for one (1) graduate student was circulated on behalf of the GSA Executive Director Courtney Thomas and GSA Speaker Pranidhi Baddam in the GSA newsletters of 1 and 8 March 2019 with a deadline of 13 March 2019. One (1) nomination was received. There will be a paper ballot vote. **See Item 9 – Nominee for GSA Nominating Committee.**

**External Committees**

**1) Visiting Lectureship in Human Rights Selection Committee (One (1) Graduate Student Position)**

Information regarding the position for one (1) graduate student was circulated in the GSA newsletters of 1 and 8 March 2019 with a deadline of 13 March 2019. One (1) nomination was received. The name of the elected graduate student will be reported at the 15 April 2019 meeting of GSA Council.

**Current Vacancies**

**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 18 March 2019.

**Addendum – Meeting of GSA NoC**

As was reported at the 28 January 2019 meeting of GSA Council, the GSA NoC met on 14 January 2019 to discuss, among other topics, election procedures relating to the GSA Council-Elected Officer positions of Senator, Speaker, Deputy Speaker, Chief Returning Officer (CRO), and Deputy Returning Officer (DRO). Members determined that these positions, which are crucial to the work of the GSA, merit a more rigorous vetting process beyond that currently in place for other GSA Council elections. In the ensuing discussion, members discussed the below procedural options:

- 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*

## 18.1

- 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 Complain Board.

In identifying the election process best suited to the needs and practices of GSA Council, members of the GSA NoC would now like to invite GSA Council members to provide feedback on the proposed options.

**GSA Elections and Referenda Committee (GSA ERC)  
Report to GSA Council for the 18 March 2019 Meeting**

To: GSA Council  
From: Leigh Spanner  
Date: 15 March 2019

Dear GSA Council Colleagues,

Since the last GSA Council meeting the GSA Elections and Referenda Committee (GSA ERC) has been supporting the Chief Returning Officer (GSA CRO) and the Deputy Returning Officer in all matters pertaining to the 2019 GSA General Elections (as per GSA Bylaw and Policy, Section I: Elections, GSA Policy: GSA Standing Committees, GSA Elections and Referenda Committee, Section I.POL.20.1, “The GSA ERC will advise the CRO on all matters pertaining to elections”). You can find more information about the 2019 GSA General Election in the GSA CRO’s report.

The GSA ERC will meet in April to debrief the 2019 GSA General Election.

Sincerely,  
Leigh Spanner, Chair of the GSA ERC

**GSA Executive Director  
Report to GSA Council for the 18 March 2019 Meeting**

To: GSA Council  
From: Courtney Thomas  
Date: 15 March 2019

Dear GSA Council Members,

Following the approval of the GSA 2019-2020 operating budget by GSA Council in February, work associated with the 2019 GSA General Election, including supporting the work of the Chief Returning Officer and Deputy Returning Officer, and the GSA Elections and Referenda Committee, has been the office's main focus. Now that the election has concluded, the office is engaged with planning for the beginning of the terms of the new team of Directly-Elected Officers (DEOs) that will happen at the start of May. In order to facilitate this transition, the office prepares a transition manual for incoming DEOs, hosts a series of information sessions (similar to those offered during Early Call but more in-depth and tailored slightly to individual portfolios), arranges for job shadowing among DEOs, and coordinates a day long session with current and incoming DEOs to facilitate information sharing and strategic planning.

Having recently supported the hosting of the GSA's second volunteer appreciation event (and a big thanks to those who attended – we hope even more of you will be able to make the next one so that we can thank you for your service to the GSA), we are now planning the GSA's annual Awards Night. This event, one of the largest and the most prestigious events held by the GSA, honours the recipients of the various GSA Recognition Awards. In addition to our award winners, we are looking forward to the attendance of University President David Turpin and Chair of the Board of Governors Michael Phair.

Finally, the office team has been engaged with providing support to the GSA Board as it considers the GSA Health and Dental Plan claims analysis, cost projections for 2019-2020, and associated proposals for changes to coverage provided by Studentcare. Information pertaining to this is before you now for consideration.

I am happy to answer any questions.

Best,

Courtney Thomas, Executive Director

**Management Report to the GSA Board, 27 February 2019**

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

**Strategic**

- Planning of transition for newly Directly-Elected Officers in March and April.
- Forward planning concerning the development of the next GSA Board Strategic Work Plan.
- Work associated with the Collective Agreement and supporting negotiations processes (debrief following the town hall, discussing next steps, including communications to the members of the bargaining unit, etc).
- Strategic work around building a strike fund (contacting a consultant).
- Drafting GSA reports to various external bodies.
- Second mailing of GSA Council meeting materials, support at the GSA Council meeting, and working on action arising from the 25 February 2019 meeting.
- Supporting the work of the CRO and DRO associated with the 2019 GSA General Election (General Election Forum held on 25 February 2019, voting open as of 10 AM on 26 February 2019).

**Grants and Office Operations**

- Planning GSA Awards Night and the Volunteer Appreciation Event.
- Supporting the work of the GSA Elections and Referenda Committee and the GSA Nominating Committee (vacancies on the Images of Research Adjudication Panel and the GSA Nominating Committee).
- Facebook = 1,276 likes (up 2 from 20 February); Facebook posts reached 553 users this week and our “post engagement” count was 129. Twitter = 925 followers (up 4 from 20 February); our tweets earned 4,200 “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, 6 March 2019

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

#### Strategic

- Planning of transition for newly Directly-Elected Officers in March and April.
- Sending recommended editorial changes to GSA Bylaw and Policy on GSA Recognition Awards to the GSA Governance Committee after consultation with the GSA Awards Selection Committee.
- Forward planning concerning the development of the next GSA Board Strategic Work Plan and working on the final 2018-2019 GSA Board Strategic Work Plan update to GSA Council.
- Work associated with the Collective Agreement and supporting negotiations processes (debrief following the town hall (held yesterday), discussing next steps (including communications to the members of the bargaining unit), building an annual communications plan, etc).
- Strategic work around building a strike fund (contacting a consultant).
- Drafting GSA reports to various external bodies.
- Preparing for the first mailing of GSA Council meeting materials on Friday.
- Supporting the work of the CRO and DRO associated with the 2019 GSA General Election (preparing for a debrief with the GSA Elections and Referenda Committee).

#### Grants and Office Operations

- Planning GSA Awards Night (22 March) and the Volunteer Appreciation Event (this Thursday, expecting ~25 people).
- 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 = 1,279 likes (up 3 from 27 February); Facebook posts reached 811 users this week and our “post engagement” count was 229. Twitter = 929 followers (up 4 from 27 February); our tweets earned 5,900 “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, 13 March 2019**

Management has been engaged with the following issues since the last GSA Board meeting on 6 March 2019:

**Strategic**

- Monitoring how student associations in Ontario are grappling with VSU and discussing preliminarily hiring a consultant to assist our GSA in developing a marketing strategy.
- Researching policies related to the adjudication of scholarships and awards at other Canadian post-secondary institutions
- Planning of transition for newly Directly-Elected Officers in March and April.
- Forward planning concerning the development of the next GSA Board Strategic Work Plan and working on the final 2018-2019 GSA Board Strategic Work Plan update to GSA Council.
- Work associated with the Collective Agreement and supporting negotiations processes.
- Strategic work around building a strike fund (contacting a consultant).
- Preparing for the second mailing of GSA Council meeting materials on Friday.
- Supporting the work of the CRO and DRO associated with the 2019 GSA General Election (preparing for a debrief with the GSA Elections and Referenda Committee and scheduling a meeting).

**Grants and Office Operations**

- Planning GSA Awards Night (22 March) and the Volunteer Appreciation Event (this Thursday, expecting ~25 people).
- Meeting with a representative from TD to discuss the GSA's partnership with them.
- 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 = 1,284 likes (up 5 from 6 March); Facebook posts reached 584 users this week and our "post engagement" count was 96. Twitter = 929 followers (up 0 from 6 March); our tweets earned 3,000 "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.