

Agenda

1. Approval of the Agenda
2. Approval of the Minutes
 - (a) January 17
 - (b) January 24
3. Presentations and Announcements
 - (a) Presentations by Guests
 - i. PAW Centre (Group2 Architecture, University Architect, et al.) (30 minutes)
 - (b) Councillor Announcements
 - i. Sustaining Community: A showcase of graduate student research
4. Reports
 - (a) Executive Reports
 - i. President (see attachment)
 - ii. VP Academic (see attachment)
 - iii. VP Labour (see attachment)
 - iv. VP Student Life (see attachment)
 - v. VP Student Services (see attachment)
 - (b) Officer Reports
 - i. Speaker
 - ii. Chief Returning Officer
 - iii. Senator
 - (c) Standing Committee Reports
 - i. GSA Board (see attachment)
 - ii. Governance Committee
 - iii. Budget and Finance Committee
 - iv. Grant Selection Committee
 - v. Health and Dental Plan Committee
 - vi. Student Affairs Committee
 - vii. Awards Selection Committee
 - viii. Negotiation Committee
 - ix. Labour Relations Committee

- x. Elections and Referenda Committee
 - xi. Nominating Committee
 - (d) Ad-Hoc Committee Reports
 - (e) Recommendations from GSA Management
 - i. Executive Director (see attachment)
 - ii. Director of Finance and Operations (to be distributed)
 - 5. Question Period
 - (a) Written Questions
 - (b) Oral Questions
 - 6. Elections and Appointments
 - (a) GSA Standing Committees
 - (b) Other Committees
 - 7. Special Orders
 - (a) (immediately following Presentations by Guests) R20110214.1: PAW Agreement (to be distributed)
 - 8. Unfinished Business and General Orders
 - (a) Unfinished Business
 - (b) General Orders
 - i. R20110214.2: GSA Budgeting Processes and GSA Membership Fees Proposal (second reading) (see attachment)
 - ii. R20110214.3: Restructuring of GSA Bylaw Proposal (first reading) (see attachment)
 - iii. R20110214.4: Board Policy Manual Proposal (first reading) (see attachment)
 - iv. R20110214.5: 2011-2012 Council schedule (see attachment)
 - 9. New Business
 - (a) Scheduled Business
 - (b) Unscheduled Business
 - 10. Committee of the Whole
 - 11. Adjournment
- GSA Council Agenda, February 14, 2011

Councillor Announcements

Sustaining Community: A showcase of graduate student research (submitted by Julieta de los Santos, Department of Secondary Education)

Hosted by SEGSA and EE:GSA

Date: March 10, 2011

Time: 4:00-7:30

Light refreshments will be available.

There will be a mix of poster and presentations as well as a Key note presentation by Dr. Terrance Carson, professor emeritus with the Department of Secondary Education.

General Orders

R20110214.1 *BIRT* Council ratify the PAW agreement as attached.

Moved by Roy Coulthard, President

Motivation To be introduced at Council.

R20110214.2 *BIRT* Council approve the GSA Budgeting Processes and GSA Membership Fees proposal as attached in second reading.

Moved by Roy Coulthard, President

Motivation As presented in the attached document.

R20110214.3 *BIRT* Council approve the Restructuring of GSA Bylaw proposal as attached in first reading.

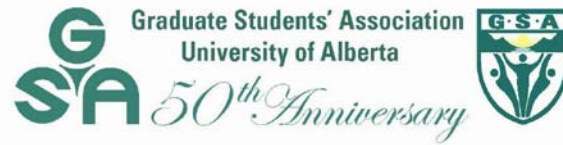
Moved by Roy Coulthard, President

Motivation As presented in the attached document.

R20110214.4 *BIRT* Council approve the Board Policy Manual proposal as attached in first reading.

Moved by Roy Coulthard, President

Motivation As presented in the attached document.



R20110214.5 *BIRT* Council approve the 2011-2012 schedule for regular meetings of Council as attached.

Moved by Roy Coulthard, President

Motivation As presented in the attached document.

Called to order at 6:00 pm.

Speaker announced that the agenda had effectively been made moot, as the motion to remove was redundant in light of Saheed Aria's letter of resignation, effective 10:58 pm on January 23rd, 2011.

President announced that the Board met immediately before Council, where the Board appointed TK as the full VP Labour of the GSA.

Chris Skappak, Pediatrics: Wild Rose Alliance was scheduled to come to SUB on January 25th at 1:00 pm. Students would be welcome and encouraged to come and to ask questions. Councillors were encouraged to approach Chris Skappak with any thoughts or questions before this time.

Adjourned by the Speaker at 6:03 pm.

10. Committee of the Whole

(b) Negotiations

Vice President Academic moved to enter executive session. Seconded by Vijay Kandalam, Councillor-at-Large.

Vote: Passed unanimously.

VPL: Negotiations are still confidential, but will give an overview. Gave the university a variety of proposals. Would like feedback from graduate students on following issues:

-It is likely that negotiations could be settled at the next meeting. However, does the Council wish to extend the process?

-The pot of money that the university has to work with this year is low; would this group like to fund an increase in grants instead of a low increase of academically-employed stipend (below 1%)?

President: salaries would related to TAs, RAs, and other graduate academic fees. U of A is currently at the top of the salary scale. What would the Council like to do.

FW MMI: Are Research funds not set out by departments?

VPL: There are minimum amounts that departments must meet, and they can choose to pay more. The stipend increase would apply to everyone, as a percentage of their current earnings.

VPA: Could the VPL give an idea of what a 1% increase would look like?

Speaker: \$210 per student per year.

VPL: There is an increase on tuition for all students next year. This is an award component and a tuition component that work in tandem. The negotiation is for a total salary increase.

LN CME: Are the terms of the negotiation flexible?

VPL: Have realized that there are problems for international students wishing to improve process for entering Canada. Split the award for two reasons: didn't want to tax students for award. Further, if tuition is increasing, the award will be tied and ensure stipends increase at the same rate.

FW MMI: Something that was said is incongruent with my experience with pay. Is this describing all students?

VPL: It should be; departments don't know the collective agreement and often do not follow it. Part of my job this year is ensuring education and compliance. The CIAP included a piece on ensuring this happens.

President: Anything funded from a trust, such as a research grant, is messy administratively. The only place where the university has been able to reliably oversee is with TAs and tuition. There are problems from department to department, and the GSA deals with them as best able.

VN CB: How does this affect students who are on research fellowships?

VPL: Agreement says that external funders' rules will supersede the university's rules, so there are some regulations that don't meet minimum standards. Would hope that there is further discussion on the direction the GSA should take

JE CS: Can I ask my department about this? Or is it in executive session and thus confidential?

VPL: Can discuss this generally, but not specifically.

President: Ultimately, it will fall to this body to approve the negotiated deal. If we don't get feedback, it will all be on the executive committee. Please provide feedback to help our decision.

James Bachmann, Philosophy: Is there any way to simply raise the minimum-funded students and leave the higher-funded students?

VPL: We could discuss this, but it would be difficult. Things are decentralized, so it is difficult to regulate departments' processes.

Lenore Turner, Renewable Resources: Would you like comments immediately or after tonight?

VPL: Either. Sooner the better.

LT RR: What were the alternatives again?

VPL: Increases to grant programs, such as recognition awards, childcare

funds, and other grants. Also talking about changing the proportion of GSAP funding paid by university vs. GSA, and greater training/ availability for the Ombuds service.

President: we receive \$371,000 annually from the university for GSAP; historically, tried to find a good balance between salary settlement and top-up of funds.

VPL: If there is something the GSA is missing in current programs, we can discuss this; administration would likely not be opposed to this. As the pot of money is quite small, they will likely give GSA everything that's on the table.

VPSS: Normally do negotiations every two years. Normally, the AEGS fund increase happens very gradually. This year, we could ask for a big raise that would normally take several years.

RK Physio: Ideally would like to see a bit of a compromise. However, if this is impractical, then in favour of GSA services being increased, as this would help at-need students.

LN CME: Does the current collective agreement have provisions for maternity leave?

VPL: Yes: however, we are only currently negotiating pay. After 8 months of appointment, people qualify for 4-month leave at 75% of salary. For every 4 month appointment, students have one week of vacation time

FW MMI: If the GSA were to pursue salary and stipend increase, could this be directed a certain way? i.e. research-ships, etc., or does this have to be applied all across the board?

VPL: Can do whatever we want; however, this would open up some risk as there are different balances between departments.

President: Some departments will look for a package of different assistance-ships and not specify how the departments spend it; would be complicated to earmark funds to a particular type of funding increase.

Jeff Venner, Medicine: If this money goes toward stipends, and I don't receive it because my supervisor pays me out of research money, why don't I see it?

VPL: Should be applied to every student. Medicine should receive this as well. However, the “external funding trump” rule often nullifies this, which is why there is an ongoing problem with funding increases.

JE CS: Clarification: is there a set amount of money that we are trying to reallocate?

VPL: One set amount of money, and we choose HOW to allocate it; this will not change the amount of money.

President: the money is ultimately given from the Board via the BFPC. It is possible to demand more, but not likely feasible that students will receive more this year in particular, as budgetary situation is difficult.

Lacey Fleming, Anthropology: Some students in Anthro are not eligible for funding. Putting this limited fund of money into a general fund for grants would be my preference.

VPLR: Thank you for input. Please email me if you have further thoughts. Anything you can provide would be great.

President moves to leave executive session. Seconded by Jessica Enright, Computing Science

Vote: Carried unanimously.

REPORT TO THE GSA FEBRUARY COUNCIL FROM
PRESIDENT: ROY COULTHARD

Dear Council Colleagues,

January has been a busy month at the GSA in spite of a somewhat lighter meeting schedule. My primary focus has been on Council, BoG standing committees, and PAW.

The Board of Governors standing committees have extensively discussed the upcoming University budget and the Comprehensive Institutional Plan to be submitted to the Government in the Spring. GSA members will be pleased to recognize several initiatives from the GSA Board strategic plan embedded within the Academic chapter of the CIP and in the new Academic Plan itself, now titled "Dare to Deliver: 2011 – 2015. Other BoG priorities have been effectively communicating the importance of Post-Secondary education to Albertans. I will report orally about this to Council.

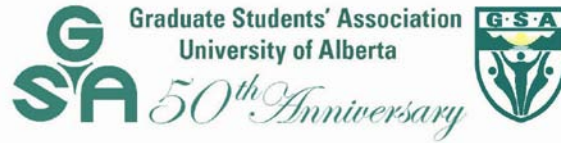
It has been an interesting month in Provincial politics, with the announcement by the Premier that he will not re-run for office, the resignation of the Finance minister, and the resignation of the leader of the Alberta Liberals. All this uncertainty underscores the importance of the efforts of GSA Senator Chris Skappak, whose efforts to engage provincial political party leaders and MLAs in public on-campus discussions have begun to bear fruit.

Lastly the PAW has taken up a great deal of time. VPSS Nima Yousefi has provided more details in his reports. The GSA has devoted a great deal of time and energy to ensuring the new PAW facility will meet the expectations and needs of future graduate students. I encourage all Councillors to pay close attention to the PAW presentation at this meeting.

I'm pleased to say that your GSA Board team continues to impress me. VPAC Andrea Rawluk has built strong relationships with many members of the UofA community and continues to effectively communicate our messages at many levels. VPSS Nima Yousefi is a passionate advocate for graduate student space in the PAW, VPSL Cecilia Lee is the driving force behind effective student group reform to help our student groups meet their full potential, and VPLR Tamara Korassa's efforts at LRC to build the new "Labour Liaison" programme are now bearing fruit. I would also like to commend the members of LRC for their dedication to this project.

Please find below the list of meetings I attended:

Tuesday, January 11	PAW Centre Design Committee Meeting
Wednesday, January 12	GSA Board Meeting
	GFC Academic Planning Committee (cancelled)
	Meeting with VP Academic, Andrea Rawluk, concerning Access Copyright



Monday, January 17	Meeting with the SU concerning PAW Meeting with the Provost Pre-Council Meeting Council Dinner GSA Council
Thursday, January 20	PAW Town Hall Preparation Meeting
Friday, January 21	Meeting with the SU concerning PAW
Monday, January 24	Board of Governors Community and Government Relations Committee Board of Governors Learning and Discovery Committee Council Special Meeting
Tuesday, January 25	Meeting with the SU concerning PAW PAW Agreement Meeting Wildrose Alliance Forum
Wednesday, January 26	GSA Board Meeting GFC Academic Planning Committee
Thursday, January 27	Meeting with the Dean of Students AGC Conference Sponsorship Committee Meeting
Friday, January 28	Meeting with Associate Vice-President, Bart Becker, concerning Power Plant
Tuesday, February 1	Meeting with VP Academic, Andrea Rawluk, concerning GFC Committee on Learning Environment PAW Centre Open House Board of Governors Finance and Property Committee
Wednesday, February 2	GSA Board Meeting

Best,
 Roy Coulthard
 President

REPORT TO THE GSA FEBRUARY COUNCIL FROM
VP ACADEMIC: Andrea Rawluk

Dear Council Colleagues,

I first must open my report this month by acknowledging with immense gratitude the work that Vikki Northrup is doing on behalf of graduate students in attending GFC ASC and GFC ASC SOS for the VPAC portfolio. Her contribution is absolutely invaluable. As well, it is with heartfelt gratitude that I acknowledge Andy Rathbone for being the GSA representative at a new committee to construct policy for assessment and grading at the University of Alberta. This committee emerges from the report on assessment and grading delivered by Dr. Bob Luth and to which the GSA contributed a submission in December 2010. Mr. Rathbone's involvement not only with the GSA submission to this CLE subcommittee report but now with this new committee is genuinely appreciated and he will have a crucial role in the development of policy that will touch our graduate students at the university.

My focus for this month has been with GFC CLE and bringing graduate student perspectives to the table at this committee to encourage members to have our needs in focus for the learning environment at the university. At this point in time, I am deciding what the best avenue to address graduate student issues, and am considering making the recommendation to CLE that, similar to TLAT, an advisory group to CLE be struck to permanently brainstorm for and advise CLE members on these matters. Alternatively, I may recommend that we have a CLE subcommittee specific to addressing the needs of graduate students on student-supervisor relationships to investigate and report on these issues. I welcome your feedback.

I must finally note that the hours in my portfolio for this month were reduced because three major meetings that I attend were cancelled in the month of January: GFC Executive Committee, CLRC, and GFC.

Please find the following meeting reports and a list of the meetings I attended.

Sincerely,

Andrea Rawluk

GFC Academic Standards Committee

Date and Time	January 20, 2011, 9am-12pm
Place	Room 3-15 University Hall
GSA reps	Vikki Northrup
Next meeting	February 17, 2011

Summary of the key issues:

- Comments from the Chair: The Norovirus outbreak before Christmas was brought up. There were TAs who asked for sick notes since they were not aware of the new policy. This will be discussed further in February. There is a new governance website. The 4th annual Festival of Teaching is coming up. They wish to open the classrooms for this.
- Report from Dr. Bob Luth on grading was discussed. The associate deans had brought up that many students do not feel like they can appeal grades and do not know how grades were arrived at. This was shared by a few of the Faculties. The issue of communication came up since students do not always know how they are getting marked or how theirs marks were arrived at. I had pointed out many grad students were unclear how to grade as TAs and the small classes for grad students did not always know how they were being marked. Future drafts will be brought back to the committee. It seems as if one of the biggest issues is transparency and communication.
- The Academic Policy and Process Review Task force (APPRTF) was discussed. Many were concerned that the new admissions proposed may lower the standards. There was disagreement with having a global admission since each Faculty thinks the Faculty should decide on admission to that Faculty. This will be seen again in SOS.
- New graduate level degrees have been approved including PhD in art history and design, MA in Native Studies, PhD in performance arts. A letter has been sent to the minister for a MBA in Finance and terminology in Law has been adjusted.
- For next year, there was a vote for keeping the meeting at the same time and place but the chair will need to miss some so the vice chair would step in more, or moving them to Tuesday 9-12 in council chambers. Most did not care, a few voted to keep it same place and time and 1 to move. The decision was not made this was only to get feedback and the chair will make the final decision.

Action Items: The following action items were carried:

Subcommittee on Grading and Assessment

Date: January 25 from 1 to 2 PM

GSA Representative: Andy Rathbone

Agenda: To review terms of reference, goals of assessment and feedback around currently policy

Comments: It seems a problem which comes up frequently is communication and transparency. Some of the Associate Deans also brought up these points as concerns.

Adjournment: Adjourned at 11:30

Summary of the key issues:

Need to create a clear set of higher-level expectations that guide practices and yet are flexible enough to include variation of practices.

Need to move away from expectation of failure that is included in current system.

Need to change the policy towards grading graduate students so that it reflects the excellence of their work.

Action Items:

Work on looking at how to change current policies and what aspects to retain.

Office of Human Rights and Safe Disclosure – meeting for database selection

Name of Committee Chair: Wade King

Name of GSA Representative: Andrea Rawluk

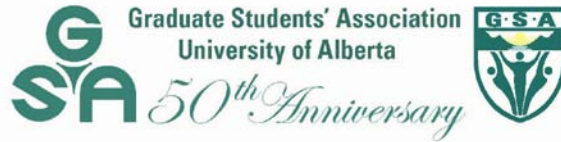
Date of Meeting – January 27, 2011

Key Points

- This is a sales pitch for the database software Report Exec Enterprise
- License fee is \$5000
- There is nothing to be decided in this meeting
- Mr. King is suggesting that other organizations use this software, either with the OHRSD or independently
 - o Can have any number of “groups” in the license.
- Software with online access to fill in each case. Incident type, person type, your info, incident, vehicle, property, etc.
- Can then use this information to write and file a report and manage them.
- These can then be used for statistical purposes in reporting.
 - o Can have counts of different incident types etc.
- Program is almost entirely customizable. You can select or hide whatever fields you like, or rename pre-existing ones.
- Can have confidential access
- New module coming out in October/November 2011

Comments/Notes

- I don't much about database management and what qualities to look for avoid.
- I don't think we could make use of this database software
 - o Some kind of database system would be useful for GSA but not necessary for this kind of incident report software.
- Not necessary for GSA to have attended
- I have a paper copy of the Report Exec Information Package



University Research Policy Committee

Date and Time: January 28, 2011 at 10 AM

GSA representative: Vikki Northrup

Summary of the key issues: The Banting Post Doctoral Fellowship application process was discussed in regards to deadlines and having those on the national committee coming to speak to the committee, also for other awards.

The Academic plan, the “Dare to Deliver 2011-15”, is going through governance and GFC committees in February and March.

The Signature Policy for grant application has been approved by the Deans.

U of A may be getting funding from China in certain areas and energy may get funding from Germany.

Celebration of Research and Innovation on March 22.

Action Items: none

Comments: There was not much in this meeting that pertained to graduate students. The main focus was postdocs and faculty.

Meetings attended by Andrea Rawluk

Tuesday, January 11	Monthly Coffee Meeting with Vice Provost, Colleen Skidmore
Wednesday, January 12	GSA Board Meeting
	Meeting with the President concerning Access Copyright
Thursday, January 13	GFC Committee on Learning Environment
	FGSR Caucus Meeting
Monday, January 17	Pre-Council Meeting
	Council Dinner
	GSA Council
Tuesday, January 19	Meeting with Vikki Northrup concerning GFC committees
	FGSR Council
Monday, January 24	GSA Council Special Meeting
Wednesday, January 26	GSA Board Meeting
Thursday, January 27	Office of Safe Disclosure and Human Rights Meeting
Tuesday, February 1	Meeting with President concerning GFC Committee on Learning Environment
Wednesday, February 2	GSA Board Meeting
Thursday, February 3	GFC Committee on Learning Environment

Meetings Attending by Vikki Northrup

Thursday, January 20	GFC Academic Standards Committee
Friday, January 28	University Research Policy Committee
Thursday, February 3	GFC Academic Standards Committee, Subcommittee on Standards

GSA VICE PRESIDENT LABOUR: Tamara Korassa
REPORT TO THE GSA COUNCIL FOR FEBRUARY 14, 2011

Hello Council Members,

With regard to meetings, the month of January has been a slower month for me. Meetings I did attend included the Student Resources Task Force, FGSR Council, and the Protective Services Commission. The reports for these meetings are attached to my report with the exception of the report from the Protective Services Commission (because of confidentiality reasons).

The majority of my time has been spent dealing with student issues and negotiations. I have included comments on both of these topics.

Student issues in January are much like in September. With the renewal and creation of new AEGS appointments, issues arise in relation to the assigned duties and responsibilities of both students and staff. Some topics that I have been asked to address have included:

- Under what conditions can a department refuse to renew an appointment that was renewable?
- When there is no written agreement when is a student required to report for their appointment?
- When is a student entitled to parental leave and when are they allowed to take that leave?
- What alternative sources of funding are available to students whose departments have not funded their students?

In respect of negotiations there have been a couple of developments. The negotiation team was scheduled to meet with university administration on January 21, 2010. There was mutual agreement from both parties to cancel this meeting. Some of the GSA's reason for cancelling this meeting included:

- AASUA negotiations have not concluded and we are still unaware of what increase they are negotiating.
- The GSA received updated data on the AEGS Fund which was determined to be important to negotiations. The VP labour received this data only a few days before negotiations and wanted some time to incorporate the data into the opening arguments.
- The GSA is in discussions with the provost to acquire some additional funds for the GSA. These funds may overlap with some of the items we are negotiating for and we do not want to duplicate our efforts or put stress on relationship with the Provosts' office or the university administration.

We are currently in the process of setting a new date for negotiations. This date is temporarily scheduled for February 9, 2010. I will include an update on this event in my oral report at the February 14 Council Meeting.

The final update I wish to inform you of is in relation to a joint review that the VPSS and the VPL will be conducting of the AEGS memorandums of agreement which will be the starting framework for a review of the AEGS fund and the distribution in the form of Professional Development Grants, Childcare Subsidy's and Emergency Bursary'.

Student Resources Task Force on January 12, 2010

- Update from Deb Eerkes from the Office of Students' Judicial Affairs on Strategic Analysis – the base data file will not be ready until mid-February; the analysis will need to be done on March.
- Strategy review is being finalized and will have a comprehensive review read for next time.
- FGSR presented data on the funding levels of graduate students broken down by faculty.
- FGSR has agreed to look into bursaries at the faculty level as FGSR does not have those numbers (these bursaries are administered through UBEF).
- Reviewed the survey questions for the student funding survey and made changes based upon input from task force members.

FGSR Council on January 19, 2011

Discussed:

Follow up from last meeting:

- Will send out market modifier presentation to all members.
- Recruitment Scholarships – will be sending out department allocations and the nomination forms
- QE2 Quotas- early march – deadline same as 2010 June 1 deadline. Will quotas be similar to last year? No reason to think they will be significantly different. Circulate the recruitment scholarship information and power point.

New Items:

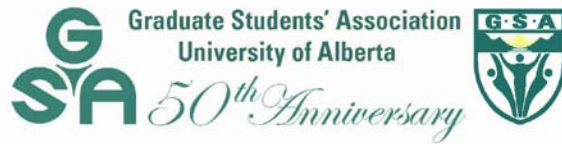
- Review of the Graduate Program Manual policy changes – program completion. This review included the changes with regards to publishing e-thesis and other input from the GSA's VP Academic
- Dual Degree Master's program in Forestry and Environmental Management: the council discussed another proposed degree program and the benefits and risks associated with it.
 - Europe and the US are starting more and more of these programs that give students the opportunity to get perspectives from different jurisdictions on their area of study.
 - This particular program was organized with Canadian and European Universities who are the top universities in Forestry Management.

- The administration of two degrees is easier than the joint degree. It is a pilot project.
- Council expressed concerns about the inflation of the degree. Does this disadvantage other students?
- Questions about Joint supervision – approval at FGSR level of European Supervision/committee members. Who is the primary supervision and would the supervisor get 100% credit?
- Tuition is only paid through the home institution.
- Council seemed to feel that a joint degree program would be better than a dual degree program.
- FGSR Council passed the proposal with a majority of members in favour. There were both abstentions and votes against.
- The VP Labour raised the issue of Graduate Student Supervisor before the council and requested an update on where the Supervision report had gone. The VP Labour also requested that we do not let the topic drift of the table but instead ensure that we are addressing it.
 - The general feedback was that the report had been completed and departments were free to use the report how they chose to do so.
 - One department is using the report to conduct a review of graduate student supervisor within their department.

There are no plans at this point in time to take the report further or address the assessment of the current system of supervision at the UofA at this time.

Please find below a list of the meetings I attended from January 7th to February 3:

Wednesday, January 12	GSA Board Meeting Student Resources Task Force
Thursday, January 13	Meeting with Student (labour issue)
Friday, January 14	FGSR Caucus Meeting Meeting with Student (labour issue) Phone meeting with Department Assistant (labour issue)
Monday, January 17	Pre-Council Meeting Council Dinner Council Meeting
Monday, January 18	Law Orientation Presentation
Wednesday, January 19	GSA Board Meeting FGSR Meeting



Thursday, January 20	Meeting with Student (labour issue)
Monday, January 24	Special GSA Council Meeting
Tuesday, January 25	Protective Services Commission Meeting
Wednesday, January 26	GSA Board Meeting
Thursday, January 27	Meeting with Student (labour issue)
Friday, January 28	GSA Labour Relations Committee
Wednesday, February 2	GSA Board Meeting

Vice President Labour, Tamara Korassa

Graduate Students' Association Council Report

Submitted by Cecilia Lee, Vice President Student Life

Dear Council Colleagues,

Second semester has been so much fun! I sincerely hope that our graduate students are enjoying their time in school and out of school; perhaps getting involved in some snow shoveling, snow shoeing, or making snow angels. Edmonton has had a record amount of snow fall this year.

First of all, I am so ecstatic to have Tamara Korassa as the Vice President of Labour. Tamara's dedication to the Graduate Students' Association (GSA) is amazing. I am also grateful for the compassion she genuinely shows everyday towards her Board members, and most importantly, the graduate students at the U of A.

I have attended an Alumni Council Committee meeting where we discussed building a stronger partnership between the GSA and the Alumni Council. There are so many opportunities for us to do so, and I am excited to get this started. I truly hope that we will continue to build on networking opportunities with alumni, increase awareness of alumni events, and connect graduate student and alumni for mentorship or future career opportunities.

Additionally, graduate students who are looking for additional funding to cover a conference or an extra-curricular activity may apply for the Student Engagement Grant. This grant has a maximum value of \$1,000 but very few graduate students have applied for it. It is open for both graduate and undergraduate students so start applying! The next deadline is for March 2011. Please visit: <http://www.uofaweb.ualberta.ca/activitygrant/nav01.cfm?nav01=83253> for more details.

I am currently looking at different options for the Student Affairs Committee for the future. I will keep you updated once things are in progress. I am determined to focus more of my attention towards student groups, and how we can enhance our graduate students' experience through these groups. Therefore, if you have any feedback on student groups, please e-mail me at vpsl@gsa.ualberta.ca.

New Student Experience Working Group

Topic	New Student Experience Working Group
Date and Time	Tuesday January 25 th , 2pm
Place	SUB 2-725
GSA reps	Katie Biittner
Attendees	Norma Rodenburg Danielle LeClerc (Campus St. Jean) Alexis Lockwood (CAPS) Mark Chytracek (Augustana) Brock Richardson (Resident Services) Raymond Matthias (UofA International) Susanne Butler (Aboriginal Student Services) Melissa Padfield (Registrar & Student Awards) Karen Kovach (Academic Support Centre) Rory Tighe (SU VP Student Life)
Agenda	See attached
Documents received	Should receive via email the results from the brainstorming session shortly
Next meeting	February 22

Summary of the key issues:

- Update of New Student Events calendar
 - o Going to look at colour coding types of events (i.e. orientation vs. admin deadlines vs. events of particular interest to new students)
- Unstructured discussion of:
 - o Information sharing (post-working group); currently all within Office of Dean of Students
 - o Intensity of orientation programming (MP): concern that have few concentrated periods then loss of retention over lulls; may want to look into alternative post-orientation programming (RT: suggested exploring York's)

- Use of orientation photos and videos (SB: mentioned International Centre's videos on youtube); MP: opportunity to collaborate in terms of recruitment if were to bring all of these images together showing different perspectives of student life (undergrad, grad, international, etc.); KB: Raised issue of students commenting on being uncomfortable with being photographed at our Winter Orientation event
- Focused discussion of:
 - What should student orientation experience be like?
 - What do we want students to be learning when they come to orientation?
 - What are the core pieces of information someone needs during the first couple of days at the University?

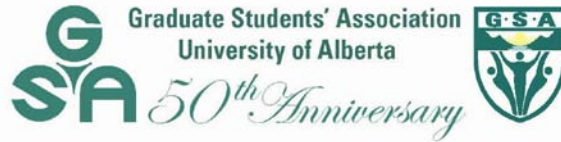
Action Items:

- GSA: Fall Orientation date – do we want to adjust to avoid overlap with International Student Orientation (less of a conflict to overlap with universal orientation)

Comments:

- Goal: common outcomes of orientation programs so we can target these in individual programming

Adjournment: 3:30pm



Festival of Teaching Steering Committee

Name of Committee Chair Colleen Skidmore and Anne Naeth

Date of Meeting January 25, 2011

GSA Representative: Lindsay Knox

Starting Time of Meeting 2:00PM

Time of Adjournment 4:00PM

Key Points

Subcommittee updates commenced with all action items accomplished or underway. There are only two meetings left before the Festival.

Banner Subcommittee (S.Forgie, L.Knox):

Banner design workshop: Met with Bonnie Salder-Takach to discuss logistics of this event on Tuesday January, 25th 2011 at 5:00PM in room 3-77A FAB. (Attachment #1)

We have received all the banner submissions at this point and I will be meeting (TBA) with Sarah Forgie to select 45 successful abstracts.

Comments

I would like to purpose placing the GSA brand and the Department of Art and Design on this workshop. I can email our logo to VCD to place it on the promotional material if applicable.

Next Meetings: Tuesday, February 11th, 2011 2:00-4:00PM (GSB 812)
 Tuesday, March 01st, 2011 2:00-4:00PM (GSB 812)

Please find below a list of the meetings I attended:

Vice President Student Life Report to Council, February 2011

Friday, January 7	International Centre Orientation Presentation
Wednesday, January 12	GSA Board Meeting
Friday, January 14	Meeting with Researcher concerning Student Groups
Monday, January 17	Pre-Council Meeting Council Dinner Council Meeting
Thursday, January 20	Student Engagement Grant Meeting
Monday, January 24	Special Council Meeting
Wednesday, January 26	GSA Board Alumni Council Student Leaders Roundtable
Thursday, January 27	Council on Student Affairs
Wednesday, February 2	GSA Board

Meetings attending by Researchers Katie Biittner and Lindsay Knox

Tuesday, February 11	Festival of Teaching Steering Committee
Tuesday, February 25	New Student Experience Working Group Festival of Teaching Steering Committee

Gratefully yours,

Cecilia Lee

REPORT TO THE GSA FEBRUARY COUNCIL FROM
VP STUDENT SERVICES: Nima Yousefi Moghaddam

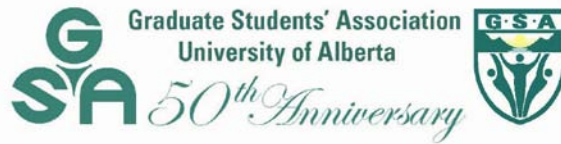
To: Board and Council Colleagues
From: Nima Yousefi Moghaddam
Date: February 1, 2011

U-Pass Advisory Committee

Topic	U-Pass Advisory Committee	
Date	January 19, 2011	10-12 pm
Place	ETS office, Scotia Place Tower 2	
GSA reps	Nima Yousefi Moghaddam – VP SS	
Committee Chair	Gordon Dykstra	ETS U-Pass Project Coordinator
Attendees	Michelle Dumontier	ETS - Program Admin
	Lorna Mills	ETS - COE Finance
	Dawn Fedorovich	ETS - St. Albert)
	Martin Coutts,	U of A
	Rory Tighe,	SU - U of A)
	Keith Andony	G Mac Ewan - SA
	Nils Holmgren	G Mac Ewan - SA
	Jason Roth	NAITSA
Attachments		

Summary of the key issues:

- Spring / Summer U-Pass
- Survey Research: Grant MacEwan SA Presentation – U-Pass Survey Results
- Audit of 2009
- Spring Research by ETS for St. Albert transit
- U-Pass Open House/ Information Sharing Session: An information sharing session to outlying municipalities. Goal would be to provide these municipalities with the necessary information about the U-Pass program, its success, and the demand for service from students.



- Service delivery: Late night buses will not happen due to low number of passengers
- E-notice: St. Albert is providing live texting service for the next bus
- ETS text messaging service: text the bus stop number to (31100) to get the next 5 buses schedule

Comments:

- Number of the students getting spring-summer u-pass
- Get the hargreaves study data on U-Pass

PAW: Meeting with Students' Union

Topic	Meeting with SU re: PAW
Date	Jan 17, 2011 Jan 21, 2011
Place	Triffo Hall
GSA reps	Sherrie Blake – DOF Nima Yousefi – VPSS Roy Coulthard - President
Meeting Chair	-
Attendees	Nick Dehod (SU) Marc Dumouchel (SU)
Attachments	

Summary of the key issues:

- Combined pro-shop operations
- Student information Kiosk
- Multi-purpose space booking /studios
- Quiet study space
- Meditation space
- GSA/SU share
- Community Kitchen
- GSA lounge/Family room – Bookable space

Discussion:

The parties met prior to the Stakeholder meeting to review the agreement once again and agreed on all points.

It was also agreed that another Memorandum of Understanding would have to be written with the University regarding what further arrangements are expected to be in the Space agreement.

The Space agreement will have more detail about who is responsible for what.

The SU and GSA also need to put in writing the percentages of retail space each is entitled to and how the space will be reviewed moving forward.

PAW Centre Town Hall Prep Meeting

Topic	PAW Centre Town Hall Prep Meeting
Date	Jan 20, 2011 PAW Town Hall Prep Meeting GSB
Place	- GSB
GSA reps	Sherrie Blake – DFO
Meeting Chair	Dean of Students Frank Robinson
Attendees	Ben Louie (University Architect) Lorrina.belland (Planner) Nick Dehod (SU) Marc Dumouchel (SU) Zach Fentiman (SU) Doug Ramsey (Group 2) John Barry Phys ED Monty-Phys Ed
Attachments	

Summary of the key issues:

- Review of ideas for presentations at the PAW Centre Open House

Discussion

Both student associations confirmed they wanted their Councils to have the opportunity to ask questions because they would need the info to vote knowledgeably. Group 2 is preparing large size boards with pictures and info. It was decided the SU and GSA would write the information for the governance board so that students know the facility will be monitored by a committee that has a majority of students. The model will be available and slide presentations. The architects will be on hand to answer student questions.

The student reps indicated that there were still issues that needed to be addressed in the agreement before it could be sent to the lawyer for review. Sherrie indicated that the GSA had not received the 4th draft from F&O. It was agreed that a meeting would be set up with all SU, GSA and PER, F&O and the Dean of Students to finalize the document.

GSA Council: Feb 14, 2011 vote

SU Council: Feb 8 meeting, vote the next meeting

PAW

Topic	PAW Centre Agreement Review meeting
Date	Jan 25, 2011
Place	- GSB
GSA reps	Sherrie Blake – DFO Nima Yousefi, VPSS Roy Coulthard, President
Meeting Chair	Dean of Students Frank Robinson
Attendees	Nick Dehod (SU) Marc Dumouchel (SU) Zach Fentiman (SU) John Barry Phys ED Kerry Mummery, Dean Bart Becker, F&O
Attachments	

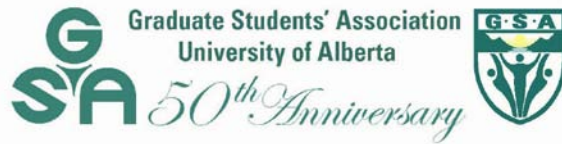
Summary of Key Issues

Some issues have not been addressed in the agreement and the agreement cannot be presented to the Councils as is.

Discussion

- Both student associations wanted a better description of Student Focused Areas to make it clear that students will not pay for locker renovations.
- If PER is booking student focused space, the associations cannot be responsible for the damage when they don't control who is renting it.
- Interest rate – need to meet with Martin Coutts.
- Roy assured the Dean of Students that if necessary he would call a Special Council meeting to vote
- F&O and Dean of Students are anxious to get the agreement signed but the students held strong that they would not be rushed.

Action



GSA Council
February 14, 2011
Item 4(a).v

GSA and SU are to do some of the wording in the agreement and work with Bart to get the agreement done. Very important to get this done asap so the lawyers can review before the respective Council meetings.

PAW Centre Open House

Topic	PAW Centre Open House	
Date	Feb 1, 2011	
Place	SUB	
GSA reps	Sherrie Blake	DFO
	Nima Yousefi	VPSS
	Tamara Korassa	VPL
	Roy Coulthard	President
	Steven Melenchuk	GSA Council Speaker
Meeting Chair	Kyle Braithwaite	
Attendees	Ben Louie	University Architect
	Frank Robinson	Dean of Students
	Lorrina.belland	Planner
	John Barry	Phys Ed. Coordinator, Capital Development
	Nick Dehod	SU – President
	Marc Dumouchel	SU – General Manager
	Zach Fentiman	SU – VP Operation and Finance
	Doug Ramsey	Group 2
	Troy Smith	Group 2
	Nicole Howard	Group 2
	Janice Kong	Group 2
Attachments		

Summary of the key issues:

- Opening keynote from GSA president (Roy) and Students' Union (Zach)
- Presentation from Group 2 and Project Manager
- Q & A and panel presentation

GFC-FDC

General Faculties Council – Facility Development Committee: sub committee on learning spaces

Topic	GFC – FDC: Sub-Committee on Learning Spaces
Date	January 27, 2011
Place	University Hall
GSA reps	Vikki Northrup - Graduate Student at-large Nima Yousefi Moghaddam – VP SS
Committee Chair	Dru Marshall - Deputy Provost Bart Becker - Associate VP F&O
Attendees	Todd Anderson Ben Louie University Architect, F&O Neil Buddel Elisabeth Le Ellen Bielawski Frank Nargang Douglas Cheung Phil Haswell Ernie Ingles, Bryana Rousselle Jose da Costa Russell Eccles Lisa Given,

Summary of the key issues (By Vikki Northrup):

- A literature review on learning spaces will be prepared to give the committee an understanding of the current literature. This information will be presented at the next meeting along with examples of good and bad learning spaces. Through data collected from students and faculty there does seem to be consensus among them of what works and what doesn't. The next meeting will focus on this in **February**.
- Each group will present a "*Day in the Life*" (Administrators/Professors/Undergrads/Graduate students/AICT). This will allow the committee to understand all groups. Nima and I will present the day in the life of graduate students and will look for feedback from graduate students for this. These will include social groups as well. This will happen in **March**.

- A tour of campus looking at both good and bad learning spaces will be scheduled. This will most likely take place in the evening as to not interfere with classes. We are to think of a couple of examples of good and bad learning spaces around campus for next meeting that will be examined on the tour. This tour will take place in **April**. A separate tour date will be arranged for the Edmonton clinic.
- A design charette will be used to determine some ideas for the report on learning spaces. This will also discuss social space since learning does occur in these spaces as well. The flexibility of the space should be considered to accommodate future students. This will take place in **May**.
- The June meeting will be making the recommendations for the report on learning spaces which the committee will draft in June. This report will make realistic recommendations based on the budget. This will be a series or recommendations for both short and long term. Some ideas include having an occupancy survey after buildings are built.
- The design process was discussed to inform the committee.
- Once a problem is identified through this committee, it will be followed by realistic recommendations, identify the priorities in term of upgrades. Committee will develop a series of principles and short term/long term recommendations.

Action Items:

- Students to come up with the context for slides

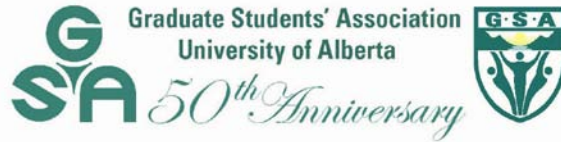
Comments:

- Will be talking will graduate students for feedback for a day in the life

Adjournment: 10 am

Please find below a list of my meetings:

Tuesday, January 11	PAW Centre Design Committee Meeting
Wednesday, January 12	GSA Board Meeting
Monday, January 17	Meeting with the SU concerning PAW Pre-Council Meeting Council Dinner GSA Council
Wednesday, January 19	U-Pass Advisory Committee Meeting
Friday, January 21	Meeting with the SU concerning PAW
Monday, January 24	Special Council Meeting
Tuesday, January 25	Meeting with the SU concerning PAW PAW Agreement Meeting
Wednesday, January 26	GSA Board Meeting
Thursday, January 27	GFC Facilities Development Committee subcommittee on Learning Spaces AGC Conference Sponsorship Committee Meeting
Tuesday, February 1	Meeting with Director of Finance and Operations concerning Childcare Subsidy PAW Centre Open House
Wednesday, February 2	GSA Board Meeting
Thursday, February 3	Health Centre Advisory Group



GSA EXECUTIVE DIRECTOR

REPORT TO COUNCIL FOR February 14, 2011

To: Council Colleagues

From: Ellen Schoeck, GSA Executive Director

Date: January 25, 2011

Here are two short messages:

1. Six months ago the GSA was at a low point. Now we are a one of the highest points in our 50-year history. The Administration is listening to our messages and tuning into our strategy plan.
2. We have had very strong leadership with President Roy Coulthard and his VPs: Nima Yousefi (VPSS), VPL Tamara Korassa, VPA Andrea Rawluk, VPSL Cecilia Lee.

We are strong enough to attract multiple candidates for some of our elected positions. All nominations are welcomed, and at the end of the day, voters will decide.

Inform your peers and get out the vote!

Please do not take this democratic process lightly. **Many of our graduate students come from countries where a free vote is a luxury to fight for.** Get out of your comfort zone and ignite your peers to link the website, learn about us and vote in an informed way.

Best,

Ellen Schoeck, GSA Executive Director (BA Hons 1972, MA 1977)

	A	B	C	E	F
1		Income and Expense Report			
2			January-11		
3					
4	GSA Budget 2010 2011		2010-2011	Year to Date	Comments
5			BUDGET	31-Jan-11	
6	REVENUE				
7	A.	FEES REVENUE			
8	1	GSA Fees Revenue			
9		a. GSA Base Fee	563,598.00	294,203.48	next fee distribution Feb 2011
10	2	TOTAL FEES REVENUE	563,598.00	294,203.48	
11					
12	B.	INVESTMENT REVENUE			
13	3	Endowment Fund	10,000.00	0.00	
14	4	Interest Revenue	6,500.00	4,401.78	
15	5	HDP Interest revenue	1,000.00	0.00	
16	6	TOTAL INVESTMENT REVENUE	17,500.00	4,401.78	
17					
18	C.	EVENT REVENUE(EXPENSE)			
19	7	Awards Night Revenue	7,000.00	0.00	
20	8	Awards Night Expenses & Promotion	(7,500.00)	(260.00)	
21	9	Awards Night Awards	(1,500.00)	0.00	
22	10	Net Awards Night	(2,000.00)	(260.00)	
23	11	Orientation Revenue	4,000.00	4,850.00	
24	12	Universal Orientation	(4,000.00)	(3,755.77)	
25	13	Winter Orientation	(1,000.00)	1,000.00	
26	14	Net Orientation	(1,000.00)	2,094.23	
27	15	Other Fundraising	0.00	0.00	
28	16	Social Events Expense	(500.00)	0.00	
29	18	Barbeque Expense	(2,100.00)	0.00	
30	19	Volunteer Appreciation/ Winter Gala Exp	(5,000.00)	0.00	
31	20	Net Other Events	(7,600.00)	0.00	
32	21	NET EVENT REVENUE/ EXPENSE	(10,600.00)	1,834.23	
33					
34	D.	COMMERCIAL ACTIVITIES REVENUE(EXPENSE)			
35	22	Photocopy Revenue	9,400.00	3,458.41	
36	23	Public Photocopier Expense			
37		a. Photocopier Lease (Public)	(6,720.00)	(5,594.30)	
38		b. Photocopier Meter (Public)	(2,100.00)	(869.59)	
39		c. Photocopier Paper (Public)	(2,100.00)	(326.03)	
40	24	Net Public Photocopier	(1,520.00)	(3,331.51)	
41	25	Handbook Revenue	12,000.00	15,290.00	
42	26	Handbook Expense	(12,000.00)	(11,286.96)	
43	27	Net Handbook	0.00	4,003.04	

	A	B	C	E	F
4	GSA Budget 2010 2011		2010-2011	Year to Date	Comments
5			BUDGET	31-Jan-11	
44	28	Other Commercial Revenue (e.g. Fax)	0.00	302.20	
45	29	Deweys Revenue	0.00	0.00	
46	30	Total Comm Activity Revenue/Expense	(1,520.00)	973.73	
47					
48	F.	OTHER REVENUE			
49		a. Miscellaneous Revenue	0.00	0.00	
50	32	TOTAL OTHER REVENUE	0.00	0.00	
51					
52	33	TOTAL REVENUE	568,978.00	301,413.22	

	A	B	C	E	F
4	GSA Budget 2010 2011		2010-2011	Year to Date	Comments
5			BUDGET	31-Jan-11	
53					
54	EXPENSES				
55	G.	ADMINISTRATIVE EXPENSES			
56	34	Rent (Powerplant/social space)	0.00	0.00	
57	35	Computer Repairs & Maintenance	1,000.00	77.00	
58	36	Telephone & Cable	5,900.00	4,193.90	
59	37	Long Distance	240.00	42.68	
60	38	Office Supplies and Equipment	2,500.00	2,513.19	alarm installation \$550
61	39	Office Parking	750.00	920.00	
62	40	Printing (outside printing only)	500.00	0.00	
63	41	Business Cards & Letterhead	500.00	0.00	
64	42	Postage	450.00	122.87	
65	43	Repair and Maintenance	500.00	1,029.82	
66	44	Photocopier Lease (Office)	3,360.00	2,797.10	
67	45	Photocopier Meter (Office)	2,000.00	1,027.28	
68	46	Photocopier Paper (Office)	1,200.00	270.62	
69	47	Subscriptions	500.00	0.00	
70	48	Coffee and Cream	1,500.00	279.15	
71	49	TOTAL ADMINISTRATIVE EXPENSES	20,900.00	13,273.61	
72					
73	H.	FINANCIAL & LEGAL EXPENSES			
74	50	Bank Charges	950.00	282.77	
75	51	Financial Auditing	7,900.00	60.00	
76	52	Insurance	1,360.00	1,133.00	
77	53	Legal Fees	23,000.00	25,279.36	Council Dec 10 inc budget 15,000
78	54	TOTAL FINANCIAL & LEGAL	33,210.00	26,755.13	
79					
80	I.	PROFESSIONAL STAFF EXPENSES			
81	55	Staff Salaries			
82		a. Salaries of Office Staff	294,175.00	296,711.90	includes consulting \$ 59749
83	56	Total Staff Salaries	294,175.00	296,711.90	budget amended August 2010 Council projection to year end approx 351000
84					
85	57	Staff Benefits & Deductions			
86		a. Staff E.I. Expense	5,100.00	5,524.12	
87		b. Staff C.P.P. Expense	11,500.00	10,604.85	
88		c. GSA Health & Dental Plan	2,500.00	1,080.00	
89		d. Staff appreciation and other	1,000.00	1,096.18	
90		e. Hiring Expenses	1,800.00	65.00	
91	58	Total Staff Benefits & Deductions	21,900.00	18,370.15	
92	59	Staff Expenses Other			

	A	B	C	E	F
4	GSA Budget 2010 2011		2010-2011	Year to Date	Comments
5			BUDGET	31-Jan-11	
93		a. AMICCUS-C Membership	420.00	0.00	
94		b. Professional Development (Staff)	1,000.00	150.00	
95		c. Conferences (Staff)	3,000.00	623.12	
96		d. Hiring Expenses	1,800.00	65.00	
97	60	Total Staff Projects	6,220.00	838.12	
98	61	TOTAL STAFF EXPENSES	322,295.00	315,920.17	
99					
100	J.	<u>EXECUTIVE EXPENSES</u>			
101	62	Executive Stipends	144,000.00	140,189.22	
102	63	Executive Benefits & Deductions			
103		a. Executive EI	3,487.68	3,531.09	
104		b. Executive CPP	7,128.00	6,018.79	
105		c. Executive appreciation	300.00	179.71	
106		d. GSA Health & Dental Plan	1,650.00	360.00	
107		e. Insurance	1,300.00	1,083.30	
108		f. U-Pass	916.70	0.00	
109	64	Total Executive Benefits & Deductions	14,782.38	11,172.89	
110	65	TOTAL EXECUTIVE EXPENSES	158,782.38	151,362.11	
111					
112	K.	<u>PORTFOLIO EXPENSES</u>			
113	67	Advocacy	2,000.00	0.00	
114	68	Labour Relations	10,000.00	9,895.38	
115	69	Government & External Relations	1,000.00	0.00	
116	70	University Relations	500.00	459.92	
117	71	Research & Data Collection	500.00	111.19	
118	72	TOTAL PORTFOLIO EXPENSES	14,000.00	10,466.49	
119					
120	L.	<u>PROFESSIONAL DEV & NETWORKING & TRAINING</u>			
121	73	Executive Transition	1,500.00	841.58	
122	74	Conferences (Executive)	7,500.00	1,391.16	
123	75	Executive Expenses (Discretionary)	1,000.00	13.00	
124	76	Total Prof Dev, Networking & Training	10,000.00	2,245.74	
125	77	TOTAL PORTFOLIO EXPENSES	24,000.00	12,712.23	
126					
127	M.	<u>PROMOTION EXPENSES</u>			
128	78	GSA Advertising			
129	79	Logo items/swag	1,500.00	850.50	
130	80	Brochures & Signage	1,000.00	0.00	
131	81	Committee Expense	1,000.00	937.26	
132	82	Christmas Cards	275.00	0.00	
133	83	TOTAL PROMOTION EXPENSES	3,775.00	1,787.76	

	A	B	C	E	F
4	GSA Budget 2010 2011		2010-2011	Year to Date	Comments
5			BUDGET	31-Jan-11	
134					
135	N.	COUNCIL & ELECTIONS EXPENSES			
136	84	Council Remuneration	4,700.00	4,929.67	Board approval - late remuneration payments
137	85	GSA AGM Expense	500.00	0.00	
138	86	Council Speaker Honorarium	2,100.00	1,800.00	
139	87	Council Minute Taker Honorarium	2,100.00	1,650.00	
140	88	Council Security	2,345.00	1,378.14	
141	89	Elections Expense	2,000.00	0.00	
142	90	Elections Promotions	750.00	0.00	
143	91	CRO Honorarium	1,000.00	500.00	
144	92	TOTAL COUNCIL & ELECTIONS EXPENSES	15,495.00	10,257.81	
145					
146	O.	GRANTS & Subsidies EXPENSES			
147	93	Lecture Grants (current year)	18,000.00	2,956.33	
148	94	Student Group Funding Grants	2,500.00	1,170.63	
149	95	Academic Events (workshop subsidies)	3,500.00		
150	96	External Grants & Sponsorship	1,000.00	0.00	
151	97	TOTAL GRANTS EXPENSES	25,000.00	4,126.96	
152					
153					
154	P.	CAPITAL EXPENDITURES			
155	98	Capital Expenditure	4,000.00	0.00	
156	99	TOTAL CAPITAL EXPENDITURES	4,000.00	0.00	
157					
158	Q.	OTHER EXPENSES			
159	100	Miscellaneous Expenses	6,000.00	4,189.98	
160	101	Food Bank Expense	9,000.00	0.00	
161	102	TOTAL OTHER EXPENSES	15,000.00	4,189.98	
162					
163	103	TOTAL EXPENSE	636,457.38	550,852.25	
164					
165					
166					
167	104	NET INCOME before amortization	(67,479.38)	(249,439.03)	

GSA Budgeting Processes and GSA Membership Fees

Preamble

Council and Governance Committee have previously discussed the possibility of better codifying the process for developing and passing the GSA's annual budget (see the minutes of the June 21, 2010 meeting of Council). This proposal moves toward implementing such a process and better collects the financial responsibilities of the organisation in one place in Bylaw, and also incorporates adjustments to the regulations currently surrounding "dues", which are known as "membership fees" under the *Post Secondary Learning Act*, to reflect the organisation's current responsibilities under the PSLA.

Proposal

BIRT Council amend Part II Members' Dues, Rights, and Privileges:

Original	Proposed	Motivation
2.1 Annual dues shall be paid by all members of the GSA.	2.1 Pursuant to section 95(2)(f) of the <u><i>Post Secondary Learning Act</i></u> , annual <u>membership fees</u> shall be paid by all members of the GSA.	This terminology is set out by the PSLA, and this change explicitly sets out the authority of the GSA to collect fees.
2.2 Dues shall be indexed annually to inflation as measured by the Alberta Consumer Price Index.	2.2 <u>Membership fees</u> shall be indexed annually to inflation as measured by the Alberta Consumer Price Index.	This is consistent terminology with the PSLA.
2.3 Notwithstanding Part I Section 2.3 of the Bylaws altering any dues to be paid by members of the GSA shall be instituted by 2.3.1 a motion of the general membership at a General Meeting of the GSA; or 2.3.2 as a result of a referendum	2.3 Notwithstanding <u>2.2, 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 Council.</u>	Section 95(2)(f) of the PSLA sets out that it is ultimately the responsibility of Council to deal with affairs related to membership fees.

	passed by the general membership of the GSA.		
2.4	Any alteration of dues must be approved by the Board of Governors of the University of Alberta.	2.4	Any alteration of <u>membership fees</u> must be approved by the Board of Governors of the University of Alberta.
			This is consistent terminology with the PSLA.

BIFRT Council amend Part III The Executive as follows:

	Original	Proposed	Motivation
3.1	Members of the Executive shall be paid a stipend, the amount, timing of payment, and accountability regarding performance of Executive duties, shall be established annually by Council at any regularly scheduled meeting of Council except those in January, February, and March.	3.1 Members of the Executive shall be paid a stipend <u>as detailed in the Policy Manual.</u>	By simply specifying that a stipend will be paid, further details can be moved to the Policy Manual.
3.2	Any changes in the stipend will not come into force until approved by the membership at a general meeting.	3.2 Any changes in the stipend <u>above the Consumer Price Index are subject to explicit approval by Council.</u>	As above. The new explicit approval is a similar control to that suggested for membership fees.

BIFRT Council amend Part V GSA Board as follows:

	Original	Proposed	Motivation
4.2.7	Seeking legal advice for the GSA; and	4.2.7 Seeking legal advice for the GSA.	This responsibility will be collected in the Policy Manual.
4.2.8	Approving extra budgetary expenses up to \$500.	.	

<p>7 Signing Authority 7.1 Members of the GSA Board will each as individuals have authority as signing officers for the GSA, subject to the restrictions in the Financial Expenses Policies.</p>	<p><i>(deleted)</i></p>	<p>This responsibility has been moved to the new section of Bylaw.</p>
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BIFRT Council amend Part VI Officers of the GSA as follows:

Original	Proposed	Motivation
<p>2.3.1 The Speaker shall receive a set honorarium per Council or General Meeting. Honoraria for additional responsibilities as Speaker shall be decided by Council at the August Council meeting by a simple majority vote on a motion of Council.</p>	<p>2.3.1 The Speaker shall receive a set honorarium per Council or General Meeting.</p>	<p>This is an arbitrary restriction, and Council is ill-equipped to consider motions of this nature without input from some other aspects of the budgeting process.</p>
<p>3.5.2 Honoraria for additional responsibilities as CRO shall be decided by Council at the August Council Meeting by a simple majority vote on a motion of Council.</p>	<p><i>(deleted)</i></p>	<p>As above.</p>

BIFRT Council amend Part XI General Meetings as follows:

Original	Proposed	Motivation
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<p>1.3.1.2 approve a budget for the coming fiscal year; 1.3.1.3 receive notification of all amendments to the Bylaws passed by the Council in the last year; 1.3.1.4 appoint an independent accountancy firm to perform the audit of the previous financial year;</p>	<p>1.3.1.2 receive notification of all amendments to the Bylaws passed by the Council in the last year;</p>	<p>Also to be collected under the relevant section of Bylaw, though the budget will ultimately be up to Council for approval.</p>
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BIFRT Council amend Part XIV Budget & Finance Committee as follows:

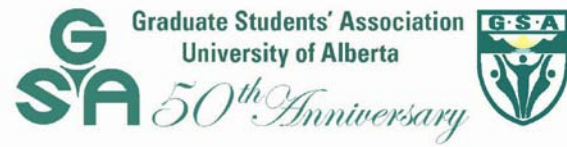
Original	Proposed	Motivation
<p>2.1 The mandate of the BFC is to make financial decisions or recommendations to ensure that the needs and priorities of graduate students are observed.</p>	<p>2.1 The mandate of the BFC is to <u>advise the Director of Finance and Operations and President on the financial affairs of the organisation</u> to ensure that the needs and priorities of graduate students are observed.</p>	<p>BFC's mandate does not take into account the important role the DFO plays in the organisation's day-to-day financial affairs; this better highlights its role as a supporting committee.</p>
<p>2.2 The BFC will 2.2.1 prepare the annual budget to go to Council with the assistance of the Director of Finance and Operations and Executive Director;</p>	<p><i>(deleted)</i></p>	<p>These are either redundant with the above mandate or are incorporated in the new section of Bylaw or Policy Manual.</p>

<p>2.2.2 review monthly expenditures, deal with urgent financial matters;</p> <p>2.2.3 approve extra budgetary expenditures between \$500 and \$2000; and</p> <p>2.2.4 make recommendations to Council concerning extra budgetary expenses in excess of \$2000.</p>		
<p>2.3 The BFC shall prepare the report to Council including the report provided by the Director of Finance and Operations as a member of BFC.</p>	<p><i>(deleted)</i></p>	<p>The DFO now also reports regularly to Council.</p>

BIFRT Council pass a new part of Bylaw following Part XXV Alberta Graduate Caucus entitled Finances, as follows:

Original	Proposed	Motivation
<p><i>(new paragraph)</i></p>	<p><u>PART XXVI FINANCES</u></p> <p><u>1 General</u></p> <p><u>1.1 The President, Vice-Presidents, and Directors shall each as individuals have authority as signing officers for the GSA, subject to the restrictions in the Financial Expense Policies.</u></p>	<p>Imported from the GSA Board section of Bylaw.</p>
	<p><u>1.2 Pursuant to section 97(1) of the <i>Post Secondary Learning Act</i>, the</u></p>	<p>Adjusted from a former section of the General Meetings bylaw to better explain</p>

	<u>GSA's financial statements shall be audited annually by a qualified accountant.</u>	its presence and requirement for being there.
	2 Budget <u>2.1 The Director of Finance and Operations and the President, in consultation with the Executive Director, GSA Board, and Budget and Finance Committee, shall draft an annual budget to be reviewed and approved by BFC no later than BFC's last meeting in the February prior to the April in which the budget will take effect.</u>	As the organisation's front line individual dealing with the organisation's finances on a day to day basis, the DFO is in the best position to draft an initial budget. BFC, in its advisory role, is in the best position to render initial approval.
<i>(new paragraph)</i>	<u>2.2 Upon approval of the draft budget by BFC, BFC shall recommend the draft budget to Council to be approved by Council no later than the March regular meeting of Council.</u>	Council will now be responsible for final approval of the Budget on the recommendation of BFC.
<i>(new paragraph)</i>	<u>2.3 The process for approving the budget shall follow the process for approval of expenses as outlined in the Financial Expenses policy.</u>	Additional detail with respect to the budgeting process is not necessary in Bylaw.
	3 Extra-Budgetary Expenditures <u>3.1 Approval for extra-budgetary</u>	This process already exists, and specifies some of the arbitrary limits such as



	<u>expenditures shall follow the process outlined in the Financial Expenses Policies.</u>	approval limits.
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Restructuring of GSA Bylaw

Preamble

GSA Bylaw is currently poorly structured, difficult to read, and contains an excessive amount of detail in some areas such as duties of individual positions or bodies. In line with prior efforts to streamline Bylaw in areas such as the President and VP portfolios, this proposal aims to adjust Bylaw to form a more logical progression and to move specific duties of those bodies or positions into the Policy Manual.

Proposal

BIRT Council amend Part II Members' Dues, Rights and Privileges of Bylaw as follows.

Original	Proposed	Motivation
PART II MEMBERS' DUES, RIGHTS, AND PRIVILEGES	PART II MEMBERS	More concise name.
<p>1 Associate and Honorary Members</p> <p>1.1 The Council of the GSA may elect to associate membership of the GSA to any member(s) or class of members of the University community it considers appropriate.</p> <p>1.2 The Council of the GSA may confer an honorary membership of the GSA upon any person(s) deemed worthy of the honour.</p> <p>1.3 The dues and rights and privileges of associate and honorary members shall be governed by the Bylaws.</p>	<p>1 Associate and Honorary Members</p> <p>1.1 Council (<u>Part III</u>) may elect to associate membership of the GSA to any member(s) or class of members of the University community it considers appropriate.</p> <p>1.2 Council (<u>Part III</u>) of the GSA may confer an honorary membership of the GSA upon any person(s) deemed worthy of the honour.</p>	Simplified wording, cross-references, and removal of a self-referential paragraph.

Original	Proposed	Motivation
2 Annual Dues	2 Membership Fees	Consistent name with the contents of this section of Bylaw.
3 Rights, Privileges, and Responsibilities of Members 3.1 The rights, privileges, and responsibilities of members shall be as listed below. [...] 3.1.3 All members of the GSA have the privilege of using the facilities of the GSA during office hours, subject to the policies and regulations the Executive may enact for the operation thereof. [...]	3 Rights, Privileges, and Responsibilities of Members [...] 3.3 All members of the GSA have the privilege of using the facilities of the GSA during office hours, subject to the policies and regulations the <u>GSA Directors</u> may enact for the operation thereof.	A redundant preamble has been removed. Authority for the operation of the GSA Office lies with the Directors.

BIFRT Council renumber Part VIII General Meetings of Bylaw to Part III General Meetings.

BIFRT Council renumber Part VII GSA Council of GSA Bylaw to Part IV Council.

BIFRT Council amend Part III The Executive and Part V Officers of the GSA of the GSA as follows.

Original	Proposed	Motivation
PART III THE EXECUTIVE	PART V OFFICERS	The President and VPs and the current Officers share many responsibilities; merging the two sections of Bylaw will significantly simplify references between the two.
<i>(new subsection)</i>	1 General 1.1 The Officers of the GSA comprise: 1.1.1 Executives, as defined in the	New definition of "Officers" as noted above.

Original	Proposed	Motivation
	<p style="text-align: center;"><u>Constitution; and</u></p> <p style="text-align: center;"><u>1.1.2 Council-elected Officers</u> <u>(1.2).</u></p> <p><u>1.2</u> The GSA has the following Council-elected Officers: <u>1.3.1 The Speaker;</u> <u>1.3.2 The Chief Returning Officer;</u> <u>and</u> <u>1.3.3 The Senator.</u></p>	
<p>1 General Responsibilities of the Executives</p> <p>1.1 The Executives are the political leaders of the GSA.</p> <p>1.2 Pursuant to 1.1, Executives are responsible for</p> <p style="padding-left: 20px;">1.1.1 Public support of and action upon all decisions made by Council or the GSA membership;</p> <p style="padding-left: 20px;">1.1.2 Recruitment of representation for graduate students on all appropriate University committees, taskforces, and meetings; and</p> <p style="padding-left: 20px;">1.1.3 Active participation in GSA events, including, but not</p>	<p><u>2 Executives</u></p> <p><u>2.1 General</u></p> <p style="padding-left: 20px;"><u>2.1 Selection</u></p> <p style="padding-left: 40px;"><u>2.1.1</u></p> <p style="padding-left: 40px;"><u>Executi</u> <u>ves</u> <u>shall</u> <u>be</u> <u>electe</u> <u>d</u> <u>annuall</u> <u>y</u> <u>pursua</u> <u>nt to</u> <u>Part IX</u> <u>of</u> <u>Bylaw.</u></p>	<p>Removes specific responsibilities in favour of adding them to the Policy Manual and condenses the residual sections into a new section of this part of Bylaw.</p>

Original	Proposed	Motivation
<p>limited to Transition, Orientation, Departmental Orientations and presentations, Winter Gala and Awards Night.</p> <p>1.2 The Executives are accountable to Council and to the membership of the GSA.</p> <p>1.3 Pursuant to 1.3, each Executive is responsible for</p> <p>1.3.1 Attendance at Council and general meetings;</p> <p>1.3.2 Production of a monthly written report to Council;</p> <p>1.3.3 Production of a written report to the Annual General Meeting; and</p> <p>1.3.4 Transparent delegation of his or her duties, using the process in IV.5.2.6 of these bylaws, in the event of an anticipated leave or absence.</p> <p>1.4 Duties of Individual Portfolios [...]</p> <p>2 Terms of Office and Transition</p> <p>2.1 The term of each Executive is from May 1 until April 30 of the following year.</p> <p>2.2 Executives elect will job shadow the</p>	<p>2.1.2 The term of each Executive is from May 1 until April 30 of the following year.</p> <p>2.2 Duties of Individual Portfolios [...]</p> <p>2.3 Honoraria</p> <p>2.3.1 Executives shall be paid a stipend as detailed in the Policy Manual.</p> <p>2.3.2 Any changes in the stipend above the Consumer Price Index are subject to explicit approval by Council.</p>	

Original	Proposed	Motivation
<p>serving Executives during the month of April prior to the official commencement of their terms.</p> <p>3 Honoraria</p> <p>3.1 Members of the Executive shall be paid a stipend as detailed in the Policy Manual.</p> <p>3.2 Any changes in the stipend above the Consumer Price Index are subject to explicit approval by Council.</p>		
<p>PART V OFFICERS OF THE GSA</p> <p>1 General</p> <p>1.1 The Officers of the GSA are:</p> <p>1.1.1 The Speaker;</p> <p>1.1.2 The Chief Returning Officer;</p> <p>and</p> <p>1.1.3 The Senator.</p> <p>1.2 Election of Officers</p> <p>1.2.1 Unless otherwise specified, Officers shall be GSA members.</p> <p>1.2.2 Nominations for Officer positions will open starting from the date of the June regular meeting of Council in any given year.</p> <p>1.2.3 Nominations for Officer</p>	<p>3 Council-Elected Officers</p> <p>3.1 Election</p> <p>3.1.1 Unless otherwise specified, <u>Council-elected</u> Officers shall be GSA members.</p> <p>3.1.2 Nominations for <u>Council-elected</u> Officer positions will open starting from the date of the June regular meeting of Council in any given year.</p> <p>3.1.3 Nominations for <u>Council-elected</u> Officer positions shall be submitted in writing to the GSA office by the close of the office eleven working days before the August</p>	<p>This section of Bylaw has been folded into the newly created above section. A new subsection has been added delineating general duties, with specific duties to be moved to the Policy Manual.</p>

Original	Proposed	Motivation
<p>positions shall be submitted in writing to the GSA office by the close of the office eleven working days before the August regular meeting of Council in any given year.</p> <p>1.2.4 Officers shall be elected by a simple majority vote of Council at the August regular meeting of Council in any given year for a one-year term beginning at the end of the August regular meeting of Council.</p> <p>1.2.5 In the case of a permanent vacancy in an Officer position, a by-election for the position will be held at the first meeting of Council at least sixteen days later according to the following process: [...]</p>	<p>regular meeting of Council in any given year.</p> <p>3.1.4 <u>Council-elected</u> Officers shall be elected by a simple majority vote of Council at the August regular meeting of Council in any given year for a one-year term beginning at the end of the August regular meeting of Council.</p> <p>3.1.5 In the case of a permanent vacancy in a <u>Council-elected</u> Officer position, a by-election <u>in accordance with the Policy Manual.</u></p> <p><u>3.2 Duties</u></p> <p>3.2.1 <u>The Speaker is responsible for presiding over all meetings of GSA Council and General Meetings.</u></p> <p>3.2.2 <u>The Chief Returning Officer is responsible for running all GSA elections and referenda.</u></p> <p>3.2.3 <u>The Senator is the GSA's representative to the University of Alberta Senate.</u></p> <p>3.2.4 <u>Further duties of Council-</u></p>	

Original	Proposed	Motivation
	<u>elected Officers may be found in the Policy Manual.</u>	
<p>2 Speaker [...]</p> <p>3 Chief Returning Officer [...]</p> <p>4 Senator [...]</p>		Specific duties and qualifications to be moved to the Policy Manual.

BIFRT Council amend Part IV GSA Board of Bylaw as follows.

Original	Proposed	Motivation
<p>PART IV GSA BOARD</p> <p>1 Membership [...]</p> <p>1.3 All management employees are non-voting members of the GSAB.</p> <p>1.4 All Officers (Part VI) are non-voting members of the GSAB.</p> <p>1.5 Council (Part VII) may appoint up to three non-voting members to the GSAB. [...]</p>	<p>PART VI GSA BOARD</p> <p>1 Membership [...]</p> <p>1.3 All <u>Directors</u> are non-voting members of the GSAB.</p> <p>1.4 All <u>Council-elected Officers (V.1.2)</u> are non-voting members of the GSAB.</p> <p>1.5 Council (Part III) may appoint up to three <u>members of Council as</u> non-voting members <u>of</u> the GSAB. [...]</p>	Clarifications and adjustments in terminology.
<p>2 Meetings [...]</p> <p>2.2 The GSAB must meet at least biweekly.</p>	<p>2 Meetings [...]</p>	Specific organisational requirements are to be moved to the Policy Manual.

Original	Proposed	Motivation
<p>2.3 GSAB meetings will be conducted according to Robert's Rules of Order. 2.3.1 The members will abide by the procedural rulings of the chair.</p> <p>2.4 Prior to each academic term, the chair shall suggest and the GSAB shall approve a schedule of meetings for the coming academic term.</p> <p>2.5 Members unable to attend will send regrets to the current chair.</p> <p>2.6 The chair, consulting with the members for submissions, will prepare an agenda for each GSAB meeting. This agenda will be distributed at least one day before the meeting.</p> <p>[...]</p>		
<p>3 Mandate</p> <p>3.1 The GSAB is the senior management body of the GSA.</p> <p>3.2 The GSAB is the discussion forum for the GSA executives.</p>	<p>3 Mandate</p> <p>3.1 The GSAB is the senior <u>administrative authority</u> of the GSA <u>as delegated to it by Council</u>.</p> <p>3.2 The GSAB is the discussion forum for <u>GSA Officers and Directors</u>.</p>	<p>Clarification of terminology.</p>
<p>4 Operational Coordination</p> <p>[...]</p>	<p><i>(subsections removed)</i></p>	<p>These sections cover specific duties which will be covered in the Policy Manual.</p>

Original	Proposed	Motivation
<p>5 Executive Coordination [...]</p> <p>6 Accountability [...]</p>		

BIFRT Council renumber Parts VII, VIII, and IX of Bylaw to follow the new Part IX Caucuses as outlined below.

BIFRT Council amend the present Part VII Conduct of Elected Members as follows.

Original	Proposed	Motivation
<p>PART VI CONDUCT OF ELECTED MEMBERS</p> <p>1 Applicability of Bylaws</p> <p>1.1 These bylaws govern the conduct of GSA elected members.</p> <p>1.2 For the purpose of these bylaws, "elected members" of the GSA include the following categories:</p> <p>1.2.1 Executive Member</p> <p>1.2.2 Officer</p> <p>[...]</p> <p>1.2.5 Council Appointed Representatives on University Governing Bodies and Committees.</p>	<p>PART XIII CONDUCT OF REPRESENTATIVES</p> <p>1 Applicability of Bylaws</p> <p>1.1 These bylaws govern the conduct of GSA <u>representatives</u>.</p> <p>1.2 For the purpose of these bylaws, "<u>representatives</u>" of the GSA include the following categories:</p> <p>1.2.1 Officer</p> <p>[...]</p> <p>1.2.4 Representatives on University Governing Bodies and Committees.</p>	<p>Not all representatives are elected; this terminology change makes this clear. The President and VPs are now considered officers. Council is no longer directly responsible for appointment of representatives to university governing bodies.</p>
<p>2 Performance of Executives, Officers and Councillors</p> <p>2.1 Executives, Officers, and Councillors</p>	<p>2 Performance of Officers and Councillors</p> <p>2.1 Executives, Officers, and Councillors can be held accountable for their</p>	<p>The President and VPs are now considered officers.</p>

Original	Proposed	Motivation
<p>can be held accountable for their performance by way of the GSA Discipline Policy.</p> <p>[...]</p> <p>2.2 Executives, Officers, and Councillors can be held accountable for their performance by being removed from office.</p> <p>2.2.1 As per Section 25 in the Constitution, Executives or Officers may be removed from office by Council by a two-thirds majority vote passed at two consecutive meetings of Council.</p> <p>[...]</p>	<p>performance by way of the GSA Discipline Policy.</p> <p>[...]</p> <p>2.2 Officers and Councillors can be held accountable for their performance by being removed from office.</p> <p>2.2.1 As per Section 25 in the Constitution, Officers may be removed from office by Council by a two-thirds majority vote passed at two consecutive meetings of Council.</p> <p>[...]</p>	
<p>4 Performance of Council-Appointed Representatives on University Governing Bodies and Committees</p> <p>4.1 While holding office, Council-appointed representatives on University governing bodies and committees shall:</p> <p>4.1.1 attend all meetings required by their position, unless prevented by good reason, in which case they shall notify the appropriate member of</p>	<p>4 Performance of Representatives on University Governing Bodies and Committees</p> <p>4.1 While holding office, representatives on University governing bodies and committees shall:</p> <p>4.1.1 attend all meetings required by their position, unless prevented by good reason, in which case they shall notify the appropriate members of the <u>GSA Board</u>;</p>	<p>Council is no longer directly responsible for appointing representatives to these bodies. References to “the Executive” changed to the GSA Board to remove ambiguity.</p>

Original	Proposed	Motivation
<p>the Executive;</p> <p>[...]</p> <p>4.1.3 be directed in their participation and discussion in these bodies by relevant Council motions but should not in any way allow such motions to impede in possible compromises unless such compromises are detrimental to the interests of GSA as decided by Council. If time permits, the representative should consult with the Executive on any possible compromises.</p> <p>[...]</p> <p>4.1.5 inform the Executive of matters requiring urgent consideration;</p> <p>4.1.6 report regularly to the Executive as to the proceedings of the University Governing Body or Committee to which they were appointed;</p> <p>[...]</p> <p>4.2.3 Representatives may be</p>	<p>[...]</p> <p>4.1.3 be directed in their participation and discussion in these bodies by relevant Council motions but should not in any way allow such motions to impede in possible compromises unless such compromises are detrimental to the interests of GSA as decided by Council. If time permits, the representative should consult with the <u>appropriate members of the GSA Board</u> on any possible compromises.</p> <p>[...]</p> <p>4.1.5 inform the GSA Board of matters requiring urgent consideration;</p> <p>4.1.6 report regularly to the <u>appropriate members of the GSA Board</u> as to the proceedings of the University Governing Body or Committee to which they were appointed;</p>	

Original	Proposed	Motivation
<p>recalled by Council on the request of the University Governing Body or Committee to which they are appointed, or by the Council at the request of either the Executive or five Council members.</p> <p>4.2.4 A member of the GSA Executive shall fill any vacancy on a University Governing Body or Committee until such time as a suitable replacement is found.</p>	<p>[...]</p> <p>4.2.3 Representatives may be recalled by Council on the request of the University Governing Body or Committee to which they are appointed, or by the Council at the request of either the <u>GSA Board</u> or five Council members.</p> <p>4.2.4 A member of the GSA <u>Board</u> shall fill any vacancy on a University Governing Body or Committee until such time as a suitable replacement is found.</p>	

BIFRT Council amend the present Part IX Executive Elections as follows.

Original	Proposed	Motivation
PART IX EXECUTIVE ELECTIONS	PART XIV ELECTIONS	Elections do not solely select the President and VP positions.
<p>1 Election Period</p> <p>1.1 Nomination period begins at the close of the regularly scheduled January council meeting where it is announced by the CRO and closes at noon eight days prior to the start of</p>	<p>1 Election Period</p> <p><u>1.1 The timeline for elections shall be set out in the Policy Manual.</u></p>	Detailed info about the elections timeline will be moved to Policy.

Original	Proposed	Motivation
<p>the polling period.</p> <p>1.2 The campaign Period shall begin at 12:00 PM eight business days prior to the first day before the polling period starts.</p> <p>1.3 The polling period shall be a minimum of seven days and polling will close at 8 pm on the Thursday two weeks prior to the AGM.</p> <p>1.4 The CRO shall bring forward notification of the dates for general polling at the Annual General Meeting.</p>		
<p>2 Nominations of Executive Positions</p> <p>2.1 Nominations for the Executive shall be submitted in writing to the GSA office to be signed by the CRO or an election officer, with the original being held by the CRO, one copy by the nominee, and one copy by the GSA office.</p> <p>2.2 Each nominee shall submit a bio of a maximum of 500 words to the CRO.</p> <p>2.3 The original nomination form and bio is to be retained by the Electoral officers, the first copy is to be retained by the candidate, and the</p>	<p>2 Nominations</p> <p>2.1 Nominations for Executive <u>or Councillor-at-Large</u> positions shall be submitted in writing to the GSA office to be signed by the CRO or an election officer, with the original being held by the CRO, one copy by the nominee, and one copy by the GSA office.</p> <p>[...]</p>	<p>Clarifications and removal of detail to be placed in the Policy Manual.</p>

Original	Proposed	Motivation
<p>second copy is to be retained by the GSA Office in the care of the GSA office staff.</p> <p>2.4 In the event there is only one candidate for a position, that candidate shall be elected by a yes/no vote of the membership.</p> <p>2.5 In the event that no nominations are received for any particular Executive position, nominations for that position shall remain open until the Annual General Meeting.</p> <p>2.6 In the event that nominations are received by the Annual General Meeting, the membership present at the Annual General Meeting shall decide by ballot who of the nominated candidates shall fill the position.</p> <p>[...]</p>		
<p>2 Slates [...]</p> <p>3 Campaign Materials [...]</p> <p>4 Spending Limits</p>	<p><i>(sections struck)</i></p>	<p>This material is already duplicated in Policy.</p>

Original	Proposed	Motivation
<p>[...]</p> <p>5 Candidates Campaign Information Session</p> <p>[...]</p>		
<p>8 Counting Ballots</p> <p>[...]</p> <p>9 Results</p> <p>[...]</p>	<i>(sections struck)</i>	This material is already duplicated in Policy.
<p>10 Conflict of Interest</p> <p>10.1 If any member of the GSA Executive is also a candidate standing for election, they are strictly forbidden from using the GSA office for campaign purposes except as permitted for any candidate under the Bylaws.</p> <p>[...]</p>	<p>4 Conflict of Interest</p> <p>4.1 If any member of the GSA <u>office environment</u> is also a candidate standing for election, they are strictly forbidden from using the GSA office for campaign purposes except as permitted for any candidate under the Bylaws.</p> <p>[...]</p>	Clarification of terminology.

BIFRT Council amend Part XI Standing Committees of Bylaw as follows.

Original	Proposed	Motivation
<p>1 Standing Committees</p> <p>[...]</p> <p>1.4 Standing Committees of the GSA are required to</p>	<p>1 General</p> <p>[...]</p> <p><u>1.4 Unless otherwise specified, quorum of Standing Committees will be four</u></p>	Specific committee-related duties will be moved to the Policy Manual as necessary.

Original	Proposed	Motivation
<p>1.4.1 Limit voting membership to members of the GSA as defined by sections 4(a) and 4(b) of the Constitution;</p> <p>1.4.2 Adhere to the procedure for seating committee members as contained in the Standing Orders;</p> <p>1.4.3 Have a quorum of four voting members, excluding Executives and Officers, for all meetings;</p> <p>1.4.4 Hold at least one regular meeting each month; and</p> <p>1.4.5 Take detailed minutes documenting the activities and decisions of each meeting.</p> <p>1.5 The chair of a Standing Committee is responsible for</p> <p>1.5.1 Recruiting and nominating members who best represent the needs of the committee;</p> <p>1.5.2 Setting a time and location at the beginning of each semester for regular meetings of the committee,</p>	<p><u>members of that Committee.</u></p>	

Original	Proposed	Motivation
<p>subject to specific scheduling requirements contained in each committee's bylaw;</p> <p>1.5.3 Preparing the agenda for each meeting of the committee and reviewing draft minutes from the previous meeting prior to distributing those documents for committee approval;</p> <p>1.5.4 Ensuring that all action items identified by the committee have been or are being addressed;</p> <p>1.5.5 Providing a written report to each meeting of the Council the activities and decisions of the committee in that month;</p> <p>1.5.6 Submitting estimates for committee expenses to the Director of Finance and Operations during the preparation of the budget for next year; and</p> <p>1.5.7 Providing a written report to the membership for the Annual General Meeting on</p>		

Original	Proposed	Motivation
<p>the activities and decisions of the committee throughout the year.</p>		
<p>2-Judicial Committee</p> <p>2.1 The disciplinary authority of the GSA is delegated by Council to the Judicial Committee.</p> <p>2.1.1 The Judicial Committee shall be composed of eight (8) Councillors who are selected at random as members of the Committee at the outset of each semester.</p> <p>2.2 The Judicial Committee shall organize hearings to hear formal complaints against Executives, Officers, or Councillors.</p> <p>2.2.1 Quorum for an official Judicial Committee hearing shall be four (4) members, not counting the member selected by the Committee to serve as the Chair.</p> <p>2.2.2 Hearings of the Judicial Committee shall abide by the GSA Discipline Policy.</p> <p>2.3 The Judicial Committee can also hold meetings to attend to</p>	<p><u>PART VII</u> JUDICIAL COMMITTEE</p> <p>1 Composition</p> <p>1.1 The Judicial Committee shall be composed of eight (8) Councillors who are selected at random as members of the Committee at the outset of each semester.</p> <p>1.2 Quorum for an official Judicial Committee hearing shall be four (4) members, not counting the member selected by the Committee to serve as the Chair.</p> <p>1.3 Quorum for a meeting of the Judicial Committee shall be four (4) members.</p> <p>2 Mandate</p> <p>2.1 The disciplinary authority of the GSA is delegated by Council to the Judicial Committee.</p> <p>2.2 The Judicial Committee shall organize hearings to hear formal complaints against Officers or Councillors.</p>	<p>Reorganisation and separation of this section into its own distinct part of Bylaw, as JC is not a Standing Committee.</p>

Original	Proposed	Motivation
<p>Committee business.</p> <p>2.3.1 Quorum for a meeting of the Judicial Committee shall be four (4) members.</p> <p>2.3.2 Meetings of the Judicial Committee are not public; minutes are only for the benefit of Judicial Committee members.</p> <p>2.4 The Judicial Committee shall report its activities to the next Council.</p> <p>2.5 Council has ultimate authority over decisions made by the Judicial Committee.</p>	<p>2.2.1 Hearings of the Judicial Committee shall abide by the GSA Discipline Policy.</p> <p>2.3 The Judicial Committee can also hold meetings to attend to Committee business.</p> <p>2.4 Meetings of the Judicial Committee are not public; minutes are only for the benefit of Judicial Committee members.</p> <p>2.5 The Judicial Committee shall report its activities to the next Council.</p> <p>2.6 Council has ultimate authority over decisions made by the Judicial Committee.</p>	
<p>2 Sub-Committees [...]</p> <p>3 Ad-hoc committees [...]</p>	<p>1.8 Sub-Committees [...]</p> <p>1.9 Ad-hoc committees [...]</p>	<p>Reorganisation.</p>
<p>5-Caucuses</p> <p>5.1 Caucuses of the GSA are forums for members of bodies external to the GSA to coordinate their representation in meetings of those bodies.</p> <p>5.2 The GSA has the following Caucuses: 4.2.1 General Faculties Council</p>	<p><u>PART IX CAUCUSES</u></p> <p><u>1 General</u></p> <p>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.</p>	<p>Caucuses are not Standing Committees.</p>

Original	Proposed	Motivation
<p>Caucus;</p> <p>4.2.2 Faculty of Graduate Studies and Research Council Caucus; and</p> <p>4.2.3 Alberta Graduate Council Caucus.</p> <p>5.3 In the absence of the chair, a 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.</p> <p>5.4 A meeting to select an interim chair of the Caucus may be called by any two members of the Caucus.</p>	<p>1.2 The GSA has the following Caucuses:</p> <p>1.2.1 General Faculties Council Caucus;</p> <p>1.2.2 Faculty of Graduate Studies and Research Council Caucus; and</p> <p>1.2.3 Alberta Graduate Council Caucus.</p> <p>1.3 In the absence of the chair, a 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.</p> <p>1.4 A meeting to select an interim chair of the Caucus may be called by any two members of the Caucus.</p>	

BIFRT Council renumber Parts XII through XXI of Bylaw inclusive to sections of the present Part XI Standing Committees.

BIFRT Council renumber Parts XXI through XXIV of Bylaw inclusive to sections of the new Part IX Caucuses.

BIFRT Council renumber Parts XXVIII and XXIX of Bylaw to be subsections of the present Part XXV Finances.

BIFRT Council amend the present Part XXVIII of Bylaw as follows.

Original	Proposed	Motivation
<p>PART XXVIII LEGAL DEFENCE FUND</p> <p>[...]</p> <p>6 Access to the LDF</p> <p>[...]</p> <p>6.2 The Executive must send the issue to the Budget & Finance Committee</p>	<p>4 Legal Defence Fund</p> <p>[...]</p> <p>4.6 Access to the LDF</p> <p>[...]</p> <p>4.6.2 The <u>GSA Board</u> must send the issue to the Budget &</p>	Up-to-date terminology.

Original	Proposed	Motivation
<p>and the Budget & Finance Committee must deal with the issue at its next regular meeting or within two weeks of receipt of the request from the Executive. The Budget & Finance Committee is to make its decisions based on guidelines set out in the GSA Policy Manual.</p>	<p>Finance Committee and the Budget & Finance Committee must deal with the issue at its next regular meeting or within two weeks of receipt of the request from the <u>GSA Board</u>. The Budget & Finance Committee is to make its decisions based on guidelines set out in the GSA Policy Manual.</p>	



Bylaws

The Graduate Students' Association of the University of Alberta

Last updated: 2011-03-14 (draft) (YYYY-MM-DD)

Certified by: Steve Melenchuk (name, GSA Speaker)

(not approved) (YYYY-MM-DD)

Establishment

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

Amendments to the Bylaws

All changes to the Bylaws are approved by a two-thirds majority vote in favour at two consecutive meetings of GSA Council.

Maintenance of the GSA Bylaws

The Bylaws shall be stored in a Microsoft Word file as well as a “locked” copy as a PDF. The Word file is to be used for all future versions of the Bylaws until an approved alternative is found. Each time the Bylaws are revised, they are to be saved with the filename “Bylaws-YYYYMMDD” where YYYY is the four-digit reference for the year, MM is the two-digit reference for the month, and DD is the two-digit reference for the day. For two-digit numbers below 10, the date shall be recorded as 01, 02, 03, etc. The revision date recorded in the list of revision dates is the date of the Council meeting at which the changes were approved. The PDF version should be published to the GSA website.

Changes to the Bylaws should maintain the predefined styles for governing documents at the GSA.

When the Bylaws are changed, as directed by Council, a printed official copy and a copy of the Word and PDF files are to be stored within the GSA Archives. Also, an official copy is to be stored with the GSA Speaker.

Archiving

As with other Governing Documents of the GSA, all copies available with amendments noted must be archived.

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Revised March 14, 2011

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PART I AUTHORITY¹

1 General²

- 1.1 The GSA maintains the following additional governing documents:
 - 1.1.1 The Policy Manual;
 - 1.1.2 The Board Policy Manual; and
 - 1.1.3 The Office Operations Manual.

2 Policy Manual

- 2.1 The Policy Manual shall contain all policies and procedures passed by Council except as contained in any other governing document.
- 2.2 The Policy Manual is under the jurisdiction of Council (Part III) and may be amended by a simple majority vote of Council at any meeting of Council.

3 Board Policy Manual³

- 3.1 The Board Policy Manual details high-level operational policies of the GSA, including human resources policies.
- 3.2 The Board Policy Manual is under the jurisdiction of the GSA Board (Part VI) 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 Council.

4 Office Operations Manual

- 4.1 The Office Operations Manual shall outline policies and procedures relevant to the operation of the GSA office.
- 4.2 The Office Operations Manual is under the jurisdiction of the Directors, with changes to be reported to the GSA Board (Part VI).

¹ Passed by GSA Council on November 15 and December 13, 2010 (R20101115.3 and R20101213.3).

² Amended by GSA Council on February 14 and March 14, 2010 (R20110214.4 and R20110314.x).

³ Passed by GSA Council on February 14 and March 14, 2010 (R20110214.4 and R20110314.x).

PART II MEMBERS⁴

1 Associate and Honorary Members

- 1.1 Council (Part III) may elect to associate membership of the GSA to any member(s) or class of members of the University community it considers appropriate.
- 1.2 Council (Part III) may confer an honorary membership of the GSA upon any person(s) deemed worthy of the honour.

2 Membership Fees⁵

- 2.1 Pursuant to section 95(2)(f) of the *Post Secondary Learning Act*, annual membership fees shall be paid by all members of the GSA.
- 2.2 Membership fees shall be indexed annually to inflation as measured by the Alberta Consumer Price Index.
- 2.3 Notwithstanding 2.2, 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 Council.
- 2.4 Any alteration of membership fees must be approved by the Board of Governors of the University of Alberta.

3 Rights, Privileges, and Responsibilities of Members⁶

- 3.1 All current full-time and part-time graduate students are eligible to vote in all GSA elections.
- 3.2 All members of the GSA may attend Council meetings as observers, subject to the rules of order of the assembly;
- 3.3 All members of the GSA have the privilege of using the facilities of the GSA during office hours, subject to the policies and regulations the GSA Directors may enact for the operation thereof;
- 3.4 All members of the GSA must exercise shared responsibility in monitoring for potential conflicts of interest within the GSA, as defined in Part X.

⁴ Amended by GSA Council on February 14 and March 14, 2011 (R20110214.3 and R20110314.x).

⁵ Amended by GSA Council on February 14 and March 14, 2011 (R20110214.3 and R20110314.x).

⁶ Amended by GSA Council on February 14 and March 14, 2011 (R20110214.3 and R20110314.x).

PART III GENERAL MEETINGS⁷

1 Annual General Meeting⁸

- 1.1 Date of Meeting
 - 1.1.1 The membership or Council will call an Annual General Meeting of the GSA in March of every year.
 - 1.1.2 Only members as defined in Section 4 of the Constitution shall be eligible to attend the Annual General Meeting.
- 1.2 Notice
 - 1.2.1 Notice of the Annual General must be given at least three weeks in advance of the date fixed and must be publicized on campus in a manner that is reasonable to expect the membership to be made aware of the meeting.
- 1.3 Purpose of Meeting
 - 1.3.1 The purpose of the meeting shall be to
 - 1.3.1.1 hear the reports of all members of the Executive for the preceding year;
 - 1.3.1.2 receive notification of all amendments to the Bylaws passed by the Council in the last year;
 - 1.3.1.3 introduce the Executive of the GSA for the coming year; and
 - 1.3.1.4 receive notification of the dates for general polling for the coming year.
 - 1.3.2 Members of the Executive must make written reports to the meeting, and, if absent; a designated representative shall be present to answer question from members.
 - 1.3.3 Written reports shall be included in the minutes of the Annual General Meeting.
- 1.4 Quorum
 - 1.4.1 Quorum for a General Meeting shall be twenty members not including the GSA Executive members.

2 Extraordinary General Meetings

- 2.1 Calling for an Extraordinary General Meeting
 - 2.1.1 Council shall call an Extraordinary General Meeting of the GSA on receipt of a petition of the GSA, or on a resolution of Council passed by a two-thirds majority.
 - 2.1.2 The minimum number of signatures required on a petition for a general meeting, shall be the greater of (a) three percent of the members or (b) fifty percent of the total number of ballots cast for the election of executives in the most recent general election, with signatures coming from at least four departments,

⁷ Amended by GSA Council on February 14 and March 14, 2011 (R20110214.3 and R20110314.x).

⁸ Amended by GSA Council on January 17 and February 14, 2011 (R20110117.7 and R20110214.1).

programs, or schools and no more than fifty percent of the signatures from any department, program, or school.

2.2 Notice

2.2.1 Two weeks notice of an EGM must be given to the membership. This notice must be publicized on campus so that it is reasonable to expect the membership to be made aware of the meeting.

2.3 Purpose of Meeting

2.3.1 A petition or resolution must specify the grounds for calling the Extraordinary General Meeting and the agenda of the Extraordinary General Meeting shall be limited to consideration of the subject of the petition or resolution.

2.4 Quorum

2.4.1 Quorum for an Extraordinary General Meeting shall be twenty members not including the GSA Executive members.

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PART IV COUNCIL⁹

1 Mandate

- 1.1 The mandate of the Council is to fulfill all responsibilities listed in Section 95 of the *Post-secondary Learning Act* and Article V Section 10 of the GSA Constitution.

2 Membership

- 2.1 The membership of Council is set out in Article V Section 12 of the Constitution.
- 2.2 The GSA Directors shall, for the purposes of reporting and answering questions, be considered non-voting members of Council.
- 2.3 Councillors
 - 2.3.1 Departmental Councillors and their alternates shall be elected (or, in the case of alternates, appointed) annually for a one-year term by graduate students from their department ('constituents') according to their own procedures.
 - 2.3.2 Councillor-at-Large elections shall occur concurrently with, and according to the same rules as, the Executive Elections, with their terms to run from May 1 until April 30 of the following year.
 - 2.3.2.1 In the case of Councillors-at-Large, 'constituents' shall refer to all members of the GSA.
 - 2.3.3 The duties of all Councillors shall be:
 - 2.3.3.1 To act as the primary liaison between the GSA and their constituents, including soliciting feedback and opinions and, for departmental Councillors, presenting on behalf of the GSA to departmental Orientations;
 - 2.3.3.2 To attend all meetings of Council or, if they are unable to attend, to ensure their alternate can attend in their place;
 - 2.3.3.3 To serve on the Judicial Committee if selected to do so; and
 - 2.3.3.4 To ensure that the Speaker and GSA Office are kept up to date with their names, departmental addresses, and contact information.
 - 2.3.4 Councillors shall be eligible to receive a portion of the Councillor Remuneration budget as specified in the Councillor Remuneration procedure in the Internal Procedure Manual.

3 Meetings

- 3.1 Regular meetings of Council shall be held on a monthly basis, with a schedule for the following year from May 1 to the following April 30 to be set by Council, or the Annual General Meeting, no later than the April regular meeting of Council of any given year.
- 3.2 Special meetings of Council shall be called by any of the following, subject to at least one week's notice:

⁹ Amended by GSA Council on February 14 and March 14, 2011 (R20110214.3 and R20110314.x).

- 3.2.1 A motion of Council at any Council meeting;
- 3.2.2 A motion of the GSA Board;
- 3.2.3 A petition signed by ten or more members of Council, to be received by the GSA Board; or
- 3.2.4 A petition signed by at least 100 members of the GSA.
- 3.3 Any request for a special meeting of Council as denoted in 3.2 shall specify the intended purpose of that meeting, and all business at the meeting must, unless otherwise mandated by Bylaw, be restricted to the specified purpose of the meeting.
- 3.4 Quorum for any Council meeting shall consist of fourteen Councillors.
- 3.5 Council meetings shall be conducted according to the Standing Orders of Council.
 - 3.5.1 Council has the authority to make alterations to the Standing Orders of Council by a simple majority vote at one meeting of Council.

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PART V OFFICERS¹⁰

1 General¹¹

- 1.1 The Officers of the GSA comprise:
 - 1.1.1 Executives, as defined in the Constitution; and
 - 1.1.2 Council-elected Officers (1.2).
- 1.2 The GSA has the following Council-elected Officers:
 - 1.2.1 The Speaker;
 - 1.2.2 The Chief Returning Officer; and
 - 1.2.3 The Senator.

2 Executives¹²

- 2.1 Selection
 - 2.1.1 Executives shall be elected annually pursuant to Part XI of Bylaw.
 - 2.1.2 The term of each Executive is from May 1 until April 30 of the following year.
- 2.2 Duties of Individual Portfolios
 - 2.2.1 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.
 - 2.2.2 The Vice President Academic is responsible for major academic matters and affairs concerning graduate students.
 - 2.2.3 The Vice President Labour is responsible for labour-related matters concerning graduate students and special projects.
 - 2.2.4 The Vice President Student Services is responsible for GSA and university services provided to graduate students and for space-related issues.
 - 2.2.5 The Vice President Student Life is responsible for matters related to the graduate student experience including students groups, and for special projects.
 - 2.2.6 Specific responsibilities of the President and Vice Presidents are outlined in the Policy Manual.
- 2.3 Honoraria
 - 2.3.1 Executives shall be paid a stipend as detailed in the Policy Manual.
 - 2.3.2 Any changes in the stipend above the Consumer Price Index are subject to explicit approval by Council.

3 Council-Elected Officers¹³

- 3.1 Election

¹⁰ Amended by GSA Council on February 14 and March 14, 2011 (R20110214.3 and R20110314.x).

¹¹ Passed by GSA Council on February 14 and March 14, 2011 (R20110214.3 and R20110314.x).

¹² Passed by GSA Council on February 14 and March 14, 2011 (R20110214.3 and R20110314.x).

¹³ Amended by GSA Council on February 14 and March 14, 2011 (R20110214.3 and R20110314.x).

- 3.1.1 Unless otherwise specified, Council-elected Officers shall be GSA members.
 - 3.1.2 Nominations for Council-elected Officer positions will open starting from the date of the June regular meeting of Council in any given year.
 - 3.1.3 Nominations for Council-elected Officer positions shall be submitted in writing to the GSA office by the close of the office eleven working days before the August regular meeting of Council in any given year.
 - 3.1.4 Council-elected Officers shall be elected by a simple majority vote of Council at the August regular meeting of Council in any given year for a one-year term beginning at the end of the August regular meeting of Council.
 - 3.1.5 In the case of a permanent vacancy in an Officer position, a by-election for the position will be held in accordance with the Policy Manual.
- 3.2 Duties
- 3.2.1 The Speaker is responsible for presiding over all meetings of GSA Council and General Meetings.
 - 3.2.2 The Chief Returning Officer is responsible for running all GSA elections and referenda.
 - 3.2.3 The Senator is the GSA's representative to the University of Alberta Senate.
 - 3.2.4 Further duties of Council-elected Officers may be found in the Policy Manual.

PART VI GSA BOARD

1 Membership¹⁴

- 1.1 The President is the chair of the GSA Board (GSAB).
- 1.2 All Executives are members of the GSAB.
- 1.3 All Directors are non-voting members of the GSAB.
- 1.4 All Council-elected Officers (V.1.2) are non-voting members of the GSAB.
- 1.5 Council (Part III) may appoint up to three non-voting members of Council as non-voting members of the GSAB.
- 1.6 At the first GSAB meeting in a new Executive term, the GSAB will decide on a succession order of Executives for the chairpersonship of the GSAB. The chair will present that succession order to council in the next GSAB report.
- 1.7 In the absence of a chair, the next Executive in the succession order will assume the chairpersonship of the GSAB until the previous chair is again able to assume that responsibility.

2 Meetings¹⁵

- 2.1 Quorum for a meeting of the GSAB is three Executives. In the event that the GSA has only two or fewer Executives available to meet, as determined by the Speaker, quorum for a meeting of the GSAB is all Executives currently available to meet.
- 2.2 Emergency GSAB meetings may be called by any Executive. Notice of seventy-two hours must be given for an emergency meeting, unless there is agreement by all available GSAB members to meet on shorter notice.
- 2.3 Notice of emergency meetings and distribution of the agenda for emergency meeting will happen as soon as possible. In all other ways, emergency meetings will be run according to the rules of normal meetings.

3 Mandate¹⁶

- 3.1 The GSAB is the senior administrative authority of the GSA as delegated to it by Council.
- 3.2 The GSAB is the discussion forum for the GSA Officers and Directors.

¹⁴ Amended by GSA Council on October 18 and November 15, 2010 (R20101018.1 and R20101115.1).

¹⁵ Amended by GSA Council on October 18 and November 15, 2010 (R20101018.1 and R20101115.1).

¹⁶ Amended by GSA Council on February 14 and March 14, 2011 (R20110214.3 and R20110314.x).

PART VII JUDICIAL COMMITTEE¹⁷

1 Composition

- 1.1 The Judicial Committee shall be composed of eight (8) Councillors who are selected at random as members of the Committee at the outset of each semester.
- 1.2 Quorum for an official Judicial Committee hearing shall be four (4) members, not counting the member selected by the Committee to serve as the Chair.
- 1.3 Quorum for a meeting of the Judicial Committee shall be four (4) members.

2 Mandate

- 2.1 The disciplinary authority of the GSA is delegated by Council to the Judicial Committee.
- 2.2 The Judicial Committee shall organize hearings to hear formal complaints against Officers or Councillors.
 - 2.2.1 Hearings of the Judicial Committee shall abide by the GSA Discipline Policy.
- 2.3 The Judicial Committee can also hold meetings to attend to Committee business.
- 2.4 Meetings of the Judicial Committee are not public; minutes are only for the benefit of Judicial Committee members.
- 2.5 The Judicial Committee shall report its activities to the next Council.
- 2.6 Council has ultimate authority over decisions made by the Judicial Committee.

¹⁷ Amended by GSA Council on February 14 and March 14, 2011 (R20110214.3 and R20110314.x).

PART VIII STANDING COMMITTEES

1 General¹⁸

- 1.1 Council has the ultimate authority over decisions made by all Standing Committees.
- 1.2 Standing Committees advise Council and the GSA Board on policy relevant to their mandates, and have full authority to take actions set out within those mandates.
- 1.3 The GSA has the following the Standing Committees:
 - 1.3.1 Governance Committee;
 - 1.3.2 Budget and Finance Committee;
 - 1.3.3 Grant Selection Committee;
 - 1.3.4 Health and Dental Plan Committee;
 - 1.3.5 Student Affairs Committee;
 - 1.3.6 Awards Selection Committee;
 - 1.3.7 Negotiations Committee;
 - 1.3.8 Labour Relations Committee;
 - 1.3.9 Elections and Referenda Committee; and
 - 1.3.10 Nominating Committee.
- 1.4 Unless otherwise specified, quorum of Standing Committees will be four members of that Committee.
- 1.5 The chair (or chairs) of a Standing Committee may delegate their responsibilities as chair to another member of the committee, subject to the approval of the committee.
- 1.6 In the absence of the chair (or chairs), the members of a 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.
 - 1.6.1 A meeting to select an interim chair of a Standing Committee may be called by any two members of the Committee.
- 1.7 The Director of Finance and Operations has a standing invitation to attend any committee discussing financial matters.
- 1.8 Sub-Committees
 - 1.8.1 The GSA Board and Standing Committees may, at their discretion, form sub-committees deemed relevant to the execution of their mandates.
 - 1.8.2 Terms of reference shall be given to the sub-committee by the parent Committee.
 - 1.8.3 The mandate of the sub-committee shall be described in terms of reference.
 - 1.8.4 Upon completion of appointed task(s), sub-committees shall make final reports to the relevant committee or Council on their actions, and unless otherwise instructed, shall then be dissolved.

¹⁸ Amended by GSA Council on November 15, 2010 and December 13, 2010 (R20101115.3, R20101115.5, R20101115.6, R20101213.2, R20101213.3, and R20101213.5).

- 1.8.5 Whether or not a sub-committee has fulfilled its mandate, it may be dissolved at any time by the Committee on its own recommendation, or by a majority vote of the members in the parent Committee to which this sub-committee reports to.
- 1.9 Ad-hoc committees
- 1.9.1 Council may from time to time create ad-hoc committees to address issues that are outside the purview of the standing committees of the GSA.
- 1.9.2 Terms of reference shall be given to the ad-hoc committee from Council
- 1.9.3 The mandate of the ad-hoc committee shall be described in terms of reference.
- 1.9.4 Members shall be nominated and approved by Council, prior to taking up their appointment
- 1.9.5 Ad-hoc committees shall, at their first meeting, appoint one of their members as Chair of the committee.
- 1.9.6 In the absence of the chair, the members of an ad-hoc committee may select an interim chair from its membership by majority vote unless otherwise specified in the terms of reference, with such an appointment to last for the duration of the chair's absence.
- 1.9.6.1 A meeting to select an interim chair or (in the event of vacancy) the chair of an ad-hoc committee may be called by any two members of the Committee unless otherwise specified in the terms of reference.
- 1.9.7 The Chair of the committee shall report to the Council the proceedings and decisions of all meetings of the Committee.
- 1.9.8 Upon completion of appointed task(s), ad-hoc committees shall make final reports to Council on their actions, and unless otherwise instructed by Council, shall then be dissolved.
- 1.9.9 Whether or not an ad-hoc committee has fulfilled its mandate from Council, it may be dissolved at any time by a majority vote of Council.

2 Governance Committee

- 2.1 Composition
- 2.1.1 The Governance Committee (GC) is under the jurisdiction of the President, who chairs the committee.
- 2.1.2 The Vice President Labour is a member of the GC and will assume the duties of the chair in the absence of the President.
- 2.1.3 The GSA Speaker is a non-voting member of the GC.
- 2.2 Mandate
- 2.2.1 The GC will:
- 2.2.1.1 Normally meet within seven days after a regularly scheduled Council meeting and as soon as reasonable after a special session of Council to review motions of Council to ensure consistency with the current governing documents;

2.2.1.2 Advise Council on matters of Constitutional change and provide a report on recommended changes at any scheduled Annual General Meeting or Extraordinary meeting;

2.2.1.3 Advise Council on the Bylaws, matters of policy not in the purview of any other Standing Committee, or other governing issues and provide a report on recommended changes at the next scheduled Council meeting; and

2.2.1.4 Make any routine or editorial changes to the governance documents as deemed necessary by the Committee.

3 Budget & Finance Committee¹⁹

3.1 Composition

3.1.1 The Budget & Finance Committee (BFC) is under the jurisdiction of the President, who chairs the committee.

3.1.2 The Executive Director and Director of Finance and Operations are non-voting members on the BFC.

3.1.3 Each Vice President has a standing invitation to attend meetings of the BFC.

3.1.4 In the absence of the chair, the line of succession established in VI.1.6 of these Bylaws for meetings of the GSA Board will apply to the BFC.

3.2 Mandate

3.2.1 The mandate of the BFC is to advise the Director of Finance and Operations and President on the financial affairs of the organisation to ensure that the needs and priorities of graduate students are observed.

4 Grant Selection Committee

4.1 Composition

4.1.1 The Grant Selection Committee (GSC) is under the jurisdiction of the Vice President Student Services, who chairs the committee.

4.1.2 The Vice President Academic is a member of GSC and will assume the duties of the chair in the absence of the Vice President Student Services.

4.2 Mandate

4.2.1 The GSC is responsible for selecting the recipients of Professional Development and Travel Grants, Child Care Subsidies and Lecture Grants.

4.2.2 Adjudication of grants will proceed as outlined in the Policy on Grant Selection in the Policy Manual.

5 Health and Dental Plan Committee

5.1 Composition

5.1.1 The Health and Dental Plan Committee (HDPC) is under the jurisdiction of the Vice President Student Services, who chairs the committee.

¹⁹ Passed by GSA Council on May 17 and 26, 2010 (R20100517.1).

5.1.2 The Vice President Student Life is a member of the HDPC and will assume the duties of the chair in the absence of the Vice President Student Services.

5.1.3 The Office Administrator is a non-voting member of the HDPC.

5.2 Mandate

5.2.1 The HDPC will oversee the implementation of the Health and Dental Plan.

5.2.2 The HDPC will deal with any concerns regarding the terms and services of the Health and Dental Plan.

5.2.3 The HDPC will advise on the annual renewal and review of the terms of the Health and Dental Plan.

6 Negotiation Committee

6.1 Composition

6.1.1 The Negotiation Committee (NC) is under the jurisdiction of the Vice President Labour, who chairs the committee.

6.1.2 The Vice President Student Services is a member of the NC and will assume the duties of the chair in the absence of the Vice President Labour.

6.2 Mandate

6.2.1 The NC will review the Collective Agreement between the GSA and the University of Alberta for clarity of language and meaning, and identify areas where interpretation or clarification is required.

6.2.2 The NC will advise Council on matters of Collective Agreement revision and provide a report on recommended changes at any scheduled Council meeting.

6.2.3 The NC will prepare the initial position to be taken to the negotiations over the Collective Agreement between the GSA and the University of Alberta.

6.2.4 The NC will report to Council and the GSA membership on the negotiation process and changes to the Collective Agreement.

6.2.5 On or before August 31 of each year, the NC will strike a subcommittee consisting of four members of the NC, chaired by the Vice President Labour, to act as the Negotiation Team (NT) for the GSA.

6.2.5.1 The NT will present the initial position to the negotiations with the University of Alberta.

6.2.5.2 The NT will negotiate the Collective Agreement, including salary, benefits, policy, and regulations governing graduate student academic employment;

6.2.5.3 The NT will liaise with the NC on any changes to the initial position that have been negotiated.

6.2.5.4 The NT will finalise the agreement with the University.

6.2.6 The NC will submit the final agreement reached during negotiations between the NT and the University to the next meeting of Council for approval.

7 Awards Selection Committee

7.1 Composition

- 7.1.1 The Awards Selection Committee (ASC) is under the jurisdiction of the Vice President Student Life, who chairs the committee.
- 7.1.2 The Vice President Labour is a member of the ASC and will assume the duties of the chair in the absence of the Vice President Student Life.
- 7.2 Mandate
 - 7.2.1 The ASC is responsible for all aspects of the awards, including, but not limited to:
 - 7.2.1.1 The number of awards available;
 - 7.2.1.2 The recipient selection criteria;
 - 7.2.1.3 The names of the awards;
 - 7.2.1.4 The award nomination procedures and forms; and
 - 7.2.1.5 The value of the awards.
 - 7.2.2 The ASC will review the GSA Awards in May of every year for inclusion into GSA publications;
 - 7.2.3 The ASC is responsible for publicizing the awards, and detailing the selection criteria for the awards as part of the nominations.
 - 7.2.4 The ASC is responsible for selecting the recipients of the GSA Awards
 - 7.2.5 The ASC may decide not to give out an award in a particular category if a qualified candidate is not available.
 - 7.2.6 No member of the ASC will be considered as a candidate for any of the awards determined by the ASC.
 - 7.2.7 The list of the recipients of the awards will be presented to Council for information at the regular March Council Meeting.

8 Labour Relations Committee

- 8.1 Composition
 - 8.1.1 The Labour Relations Committee (LRC) is under the jurisdiction of the Vice President Labour who chairs the committee.
 - 8.1.2 The Vice President Student Life is a member of the LRC and will assume the duties of the chair in the absence of the Vice President Labour.
- 8.2 Mandate
 - 8.2.1 The LRC will discuss issues of concern regarding graduate student academic employment.
 - 8.2.2 The LRC will assist the Vice President Labour on issues with graduate student employment issues as well as with the interpretation of the Collective Agreement(s).
 - 8.2.3 The LRC, in consultation with the Negotiation Committee, will educate the graduate students about the Collective Agreement.

9 Student Affairs Committee²⁰

²⁰ Amended by GSA Council on November 15 and December 13, 2010 (R20101115.6 and R20101213.5).

9.1 Composition

9.1.1 The Student Affairs Committee (SAC) is under the jurisdiction of the Vice President Student Life, who chairs the committee.

9.1.2 The Vice President Student Services is a member of the SAC and will assume the duties of the chair in the absence of the Vice President Student Life.

9.2 Mandate

9.2.1 The SAC will develop and execute all graduate student social programming, including major annual events which may include but are not limited to the following:

9.2.1.1 Universal Orientation;

9.2.1.2 Winter Gala;

9.2.1.3 Winter Orientation; and

9.2.1.4 Awards Night.

9.2.2 The SAC will monitor and make recommendations to Council regarding issues of importance to graduate student life, including but not limited to:

9.2.2.1 Housing and residences;

9.2.2.2 Transportation and transit;

9.2.2.3 Sustainability and the environment;

9.2.2.4 Social space and community; and

9.2.2.5 Health and wellness.

9.2.3 The SAC will provide input when necessary to the GSA Board on student life related external policies for the GSA.

9.2.4 The SAC will select the recipients of the Student Group Funding grants.

10 Elections and Referenda Committee

10.1 Composition

10.1.1 The Elections and Referenda Committee (ERC) shall come under the jurisdiction of the Chief Returning Officer who shall chair the committee.

10.2 Mandate

10.2.1 The ERC shall advise the CRO on all matters pertaining to elections, referenda and by-elections.

10.2.2 At least one month prior to the opening of nominations for the Executive Election, ERC shall meet to assist the CRO in planning of election events.

11 Nominating Committee²¹

11.1 Mandate

11.1.1 The Nominating Committee (NoC) is responsible for the selection and replenishment of graduate student representatives to Councils, committees, and

²¹ Passed by GSA Council on November 15 and December 13, 2010 (R20101115.5 and R20101213.2).

bodies requiring such representation other than ex-officio representation by the President, Vice-Presidents, or Officers.

11.1.2 The business of the NoC shall be conducted according to the Nominating Policy.

11.2 Composition

11.2.1 The President, or designate, shall chair the NoC.

11.2.2 Council may appoint up to three members of Council to the NoC, normally the three members appointed by Council to the GSA Board.

11.2.2.1 The President shall appoint a Vice-Chair from amongst the three members appointed by Council. This position shall normally rotate amongst the three members on a regular basis.

11.2.3 The Executive Director or designate shall be a member of the NoC.

11.3 Meetings

11.3.1 Notwithstanding 1.4, quorum for an in-person meeting of the NoC is the Chair (or Vice-Chair) and two additional members.

11.3.1.1 In the absence of two members (e.g. by means of illness, field trips, etc.), quorum shall be the Chair (or Vice-Chair) and one other member.

11.3.2 Notwithstanding 11.3.1, any two members of the NoC may agree on a candidate to fill a vacant position for which the GSA's rules and regulations are otherwise silent.

11.3.3 Notwithstanding any requirement to the contrary, NoC has no requirement to meet on a regular basis. Instead, most business shall normally be conducted by phone or e-mail.

PART IX CAUCUSES

1 General²²

- 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.
- 1.2 The GSA has the following Caucuses:
 - 1.2.1 General Faculties Council Caucus;
 - 1.2.2 Faculty of Graduate Studies and Research Council Caucus; and
 - 1.2.3 Alberta Graduate Council Caucus.
- 1.3 In the absence of the chair, a 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.
- 1.4 A meeting to select an interim chair of the Caucus may be called by any two members of the Caucus.

2 General Faculties Council Caucus

- 2.1 Composition
 - 2.1.1 The GFC caucus is under the jurisdiction of the Vice President Academic, who chairs the caucus meeting.
 - 2.1.2 The President is a member of the GFC Caucus.
 - 2.1.3 All students appointed to GFC are members of the GFC Caucus.
- 2.2 Mandate
 - 2.2.1 The GFC Caucus is a forum to coordinate graduate student representation in the GFC meeting.
- 2.3 Chair
 - 2.3.1 The Chair of the GFC Caucus is responsible for
 - 2.3.1.1 Recruiting and recommending suitable graduate students for Council nomination to GFC appointment;
 - 2.3.1.2 Setting a time and location at the beginning of each semester for the regular meetings of the caucus; and
 - 2.3.1.3 Preparing the agenda for each caucus meeting.

3 Faculty of Graduate Studies and Research Council Caucus

- 3.1 Composition
 - 3.1.1 The FGSR Council caucus is under the jurisdiction of the Vice President Academic, who chairs the caucus meeting.
 - 3.1.2 The President is a member of the FGSR Council Caucus.
 - 3.1.3 The Vice President Labour is a member of the FGSR Council Caucus.
 - 3.1.4 All students appointed to FGSR Council are members of the FGSR Caucus.
- 3.2 Mandate

²² Passed by GSA Council on July 19 and August 16, 2010 (R20100719.1).

- 3.2.1 The FGSR Council Caucus is a forum to coordinate graduate student representation in the FGSR Council meeting.
- 3.3 Chair
 - 3.3.1 The Chair of the FGSR Council Caucus is responsible for
 - 3.3.1.1 Recruiting and recommending suitable graduate students for Council appointment to FGSR Council;
 - 3.3.1.2 Setting a time and location at the beginning of each semester for the regular meetings of the caucus; and
 - 3.3.1.3 Preparing the agenda for each caucus meeting.
- 4 Alberta Graduate Council Caucus**
 - 4.1 Composition
 - 4.1.1 The AGC caucus is under the jurisdiction of the President, who chairs the caucus meeting.
 - 4.1.2 The Vice President Student Life is a member of the AGC Caucus.
 - 4.1.3 All students appointed to AGC are members of the AGC Caucus.
 - 4.2 Mandate
 - 4.2.1 The AGC Caucus is a forum to coordinate graduate student representation in the AGC meeting.
 - 4.3 Chair
 - 4.3.1 The Chair of the AGC Caucus is responsible for
 - 4.3.1.1 Recruiting and recommending suitable graduate students for Council election to AGC;
 - 4.3.1.2 Setting a time and location at the beginning of each semester for the regular meetings of the caucus; and
 - 4.3.1.3 Preparing the agenda for each caucus meeting.

PART X CONDUCT OF REPRESENTATIVES²³

1 Applicability of Bylaws²⁴

- 1.1 These bylaws govern the conduct of GSA representatives.
- 1.2 For the purpose of these bylaws, “representatives” of the GSA include the following categories:
 - 1.2.1 Officer
 - 1.2.2 Councillors
 - 1.2.3 Committee member
 - 1.2.4 Council-Appointed Representatives on University Governing Bodies and Committees.

2 Performance of Officers and Councillors²⁵

- 2.1 Officers and Councillors can be held accountable for their performance by way of the GSA Discipline Policy.
 - 2.1.1 GSA members have standing to complain about the conduct or performance of an Officer or Councillor to the Judicial Committee.
 - 2.1.2 GSA members who wish to access the Judicial Committee must do so within the parameters established by the Judicial Committee bylaws (Part VII) and the GSA Discipline Policy.
- 2.2 Officers and Councillors can be held accountable for their performance by being removed from office.
 - 2.2.1 As per Section 25 in the Constitution, Officers may be removed from office by Council by a two-thirds majority vote passed at two consecutive meetings of Council.
 - 2.2.2 Graduate students in a department shall have the right to recall their representative to Council and elect a new one at any time.
 - 2.2.3 The general membership of the GSA shall have the right to recall Councillors-at-Large and elect new ones.
 - 2.2.4 Any recall under 2.2.1-2.2.3 shall be made by a majority vote of the general membership at a duly called general meeting.

3 Performance of Committee Members

- 3.1 Responsibilities of Committee members

²³ Amended by GSA Council on February 14 and March 14, 2011 (R20110214.3 and R20110314.x).

²⁴ Amended by GSA Council on February 14 and March 14, 2011 (R20110214.3 and R20110314.x).

²⁵ Amended by GSA Council on February 14 and March 14, 2011 (R20110214.3 and R20110314.x).

- 3.1.1 All committee members shall perform their duties with a regard for the best interest of the GSA and its members and within the scope of the GSA Bylaws
- 3.1.2 All committee members shall be responsible to attend all regularly scheduled meeting of specific committees unless prior notice is given.
- 3.1.3 Committee members may be requested to sign and abide by confidentiality agreements regarding the information provided or matters discussed at the committees meetings.
- 3.2 Removal of Committee members
 - 3.2.1 Any member of a committee who is absent from two regularly scheduled meetings within a four-month period without giving prior notice for their absence may be removed from that committee at the discretion of the Chair.
 - 3.2.2 Any member of a committee who attends 25% or fewer of that committee's regularly scheduled meetings within a four-month period, even if prior notice for their absence is given, may be removed from that committee at the discretion of the Chair.
 - 3.2.3 Any member who is removed from a committee will be notified in writing by the Chair of that committee.
 - 3.2.4 Removal of a committee member must be immediately reported to Council by the Chair of that committee.

4 Performance of Representatives on University Governing Bodies and Committees²⁶

- 4.1 While holding office, representatives on University governing bodies and committees shall:
 - 4.1.1 attend all meetings required by their position, unless prevented by good reason, in which case they shall notify the appropriate members of the GSA Board;
 - 4.1.2 use their discretion to represent graduate students, or the specific recommendation(s) of the GSA if so directed by Council, as they see fit on all matters of normal business. However, they are obliged to present Council's views as the official views of the GSA;
 - 4.1.3 be directed in their participation and discussion in these bodies by relevant Council motions but should not in any way allow such motions to impede in possible compromises unless such compromises are detrimental to the interests of GSA as decided by Council. If time permits, the representative should consult with the appropriate members of the GSA Board on any possible compromises.
 - 4.1.4 take a stand as GSA representatives on Council motions if such instructions are expressed or implied in such motions. In any case whenever the matter arises, Council shall decide what constitutes such instructions.
 - 4.1.5 inform the GSA Board of matters requiring urgent consideration;

²⁶ Amended by GSA Council on February 14 and March 14, 2011 (R20110214.3 and R20110314.x).

- 4.1.6 report regularly to the appropriate members of the GSA Board as to the proceedings of the University Governing Body or Committee to which they were appointed;
 - 4.1.7 uphold the wishes of their committees on all privileged or confidential information;
 - 4.1.8 attend GSA Council meetings regularly; and
 - 4.1.9 present written reports annually, or whenever requested by Council, on dates to be fixed by Council.
- 4.2 Recall of appointment
- 4.2.1 Should a GSA representative on a University Governing Body or Committee fail to
 - 4.2.1.1 fulfil the duties of representing the GSA on that body,
 - 4.2.1.2 miss two consecutive meetings, or,
 - 4.2.1.3 miss more than three meetings of any University Governing Body or Committee, for any reason, the GSA representative to that body may be replaced.
 - 4.2.2 If a representative misses two consecutive meetings, or more than three meetings, the GSA representative to that body may be replaced.
 - 4.2.3 Representatives may be recalled by Council on the request of the University Governing Body or Committee to which they are appointed, or by the Council at the request of either the Executive or five Council members.
 - 4.2.4 A member of the GSA Board shall fill any vacancy on a University Governing Body or Committee until such time as a suitable replacement is found.

5 Conflict of Interest

- 5.1 Preamble
- 5.1.1 The GSA subscribes to the principles underlying conflicts of interest of impartiality and integrity. No member of the GSA who holds a position of trust and/or authority within the GSA may be perceived as being impartial and acting with integrity if his or her actions and/or decisions directly or indirectly result in personal benefit for that member.
 - 5.1.2 Personal benefit in the context of conflicts of interest shall be defined as the convergence of a GSA member's personal, financial or political interests with his or her 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.
- 5.2 Avoiding Conflicts of Interests
- 5.2.1 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.

- 5.2.2 Where prior disclosure is impossible, disclosure must be made as soon as possible after commencement of the activity.
- 5.2.3 Further details regarding the process of disclosure are described in the GSA Policy Manual
- 5.3 Handling Conflicts of Interest
 - 5.3.1 Any member who suspects that a conflict of interest exists that had not been disclosed, or may be impacting the activities within/by the GSA should report in writing the suspected conflict of interest to the Speaker and the President. If the suspected conflict of interest is regarding the either the Speaker or the President, or, if for other reasons the member submitting the written report is uncomfortable providing the submission to one of these individuals, the written report can be provided to only the Speaker or the President.
 - 5.3.2 Upon receipt of the written submission, the Speaker and/or the GSA President will follow the conflict of interest resolution process as described in the Judicial Committee sections of the Bylaws and Policy Manual.

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PART XI ELECTIONS²⁷

1 Election Period²⁸

1.1 The timeline for elections shall be set out in the Policy Manual.

2 Nominations²⁹

2.1 Nominations for Executive or Councillor-at-Large positions shall be submitted in writing to the GSA office to be signed by the CRO or an election officer, with the original being held by the CRO, one copy by the nominee, and one copy by the GSA office.

2.2 The Electoral officers will have the discretion to determine the form and layout of the nomination forms but the forms shall include a space for the candidate to:

2.2.1 declare whether they are running as a member of a slate or as an independent; and

2.2.2 indicate the name and telephone number of the individual who will act as the official agent of the candidate.

3 Voting³⁰

3.1 All voting shall be done electronically according to the Policy Manual.

4 Conflict of Interest³¹

4.1 If any member of the GSA office environment is also a candidate standing for election, they are strictly forbidden from using the GSA office for campaign purposes except as permitted for any candidate under the Bylaws.

4.2 Election officers cannot campaign whatsoever.

5 By-Elections³²

5.1 In the event that an Executive or Councillor-at-Large position is not filled by the end of the General Election, or if a position is vacated at any time prior to December 1st, a by-election shall take place as soon as possible.

5.2 In the event that an Executive or Councillor-at-Large position is vacated between December 1st and the end of the General Election, Council shall strike an *ad hoc*

²⁷ Amended by GSA Council on February 14 and March 14, 2011 (R20110214.3 and R20110314.x).

²⁸ Amended by GSA Council on February 14 and March 14, 2011 (R20110214.3 and R20110314.x).

²⁹ Amended by GSA Council on February 14 and March 14, 2011 (R20110214.3 and R20110314.x).

³⁰ Amended by GSA Council on December 14, 2009 and January 18, 2010 (R20091214.2).

³¹ Amended by GSA Council on February 14 and March 14, 2011 (R20110214.3 and R20110314.x).

³² Amended by GSA Council on November 15 and December 13, 2010 (R20101115.4 and R20101213.4).

committee designed to nominate an individual to the position on an interim basis to Council for ratification, comprised of the Speaker (as chair), the President and Vice-Presidents, and the three Councillors appointed by Council to the GSA Board, with the ex-officio support of the Executive Director and the Director of Finance and Operations.

- 5.3 The procedures governing a by-election shall be the same as those governing regular elections, except the dates of nominations, campaigning, and polling periods shall be determined by the CRO.

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PART XII REFERENDA

1 Referendum Question

- 1.1 A referendum may be conducted under the provisions of the Constitution and Bylaws and shall have a clearly worded proposition to be voted on with "Yes" or "No" which shall constitute the ballot.

2 Referendum Period

- 2.1 The procedures governing a referendum shall be the same as those governing all elections; with the following exceptions noting that nomination period for referenda is registration period and that all things applying to nomination period apply to registration period.
 - 2.1.1 Referenda may be set at any time as so directed by Council.
 - 2.1.2 Referendum polling shall be set by a majority vote of Council.
- 2.2 The CRO must provide:
 - 2.2.1 due notice of the requirements for registration of a referendum question; and
 - 2.2.2 a 500 word brief electronically to every member two days prior to advance polling.

3 Campaigning

- 3.1 Registrations proceed as per election nominations noting that only a YES and or NO campaign can be registered.
- 3.2 In the event that no registrations are received for either campaign the referendum shall proceed regardless.
- 3.3 Slates are non-existent for the purpose of referenda.

PART XIII FINANCES³³

1 General

- 1.1 The President, Vice-Presidents, and Directors shall each as individuals have authority as signing officers for the GSA, subject to the restrictions in the Financial Expense Policies.
- 1.2 Pursuant to section 97(1) of the *Post Secondary Learning Act*, the GSA's financial statements shall be audited annually by a qualified accountant.

2 Budget

- 2.1 The Director of Finance and Operations and the President, in consultation with the Executive Director, GSA Board, and Budget and Finance Committee, shall draft an annual budget to be reviewed and approved by BFC no later than BFC's last meeting in the February prior to the April in which the budget will take effect.
- 2.2 Upon approval of the draft budget by BFC, BFC shall recommend the draft budget to Council to be approved by Council no later than the March regular meeting of Council.
- 2.3 The process for approving the budget shall follow the process for approval of expenses as outlined in the Financial Expenses policy.

3 Extra-Budgetary Expenditures

- 3.1 Approval for extra-budgetary expenditures shall follow the process outlined in the Financial Expenses Policies.

4 Legal Defence Fund

- 4.1 Definitions
 - 4.1.1 For the purposes of this bylaw, the Legal Defence Fund shall be referred to as the "LDF".
- 4.2 Purpose of Fund
 - 4.2.1 The purpose of the LDF is to provide the GSA with the necessary resources to enter into legal action where appropriate.
 - 4.2.2 The LDF may be used to pay legal costs involved in defending the GSA in court action brought against it, in cases not covered by the GSA's Directors' Liability policy.
 - 4.2.3 The LDF may be used to pay legal costs involved when the GSA brings legal action against other parties.
 - 4.2.4 The LDF may be used to pay legal costs involved in settling labour relations disputes with the University.
 - 4.2.5 The LDF may not be used to pay legal costs involved in settling disputes between GSA members.
 - 4.2.6 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.

³³ Passed by GSA Council on January 17 and February 14, 2011 (R20110117.7 and R20110214.1).

- 4.2.7 The LDF may not be used to pay any judgements rendered against the GSA.
- 4.3 Location of the LDF
- 4.3.1 The monies associated with the LDF shall be held in an interest bearing account with a term to maturity of no more than sixty days.
- 4.4 Size of the LDF
- 4.4.1 The LDF shall hold a target amount equal to \$62,000. This level is subject to periodic review.
- 4.5 Proceeds of the LDF
- 4.5.1 Any interest earned by the LDF shall be returned to the LDF until the LDF reaches an amount equal to its target size (stated above). Once the LDF has reached this amount, any interest earnings or proceeds from the LDF shall be returned to GSA general revenue.
- 4.6 Access to the LDF
- 4.6.1 In order for money from the LDF to be used, the following procedures must be followed.
- 4.6.2 The GSA Board must send the issue to the Budget & Finance Committee and the Budget & Finance Committee must deal with the issue at its next regular meeting or within two weeks of receipt of the request from the GSA Board. The Budget & Finance Committee is to make its decisions based on guidelines set out in the GSA Policy Manual.
- 4.6.3 Council must approve the use of funds.

5 Health & Dental Plan Reserve Fund

- 5.1 Definitions
- 5.1.1 For the purposes of this bylaw, the Health & Dental Plan Reserve Fund shall be referred to as the HDPRF.
- 5.2 Purpose of the HDPRF
- 5.2.1 The creation of the HDPRF is meant to ensure that money students intended to be spent on health and dental insurance is going towards health and dental coverage. For example, the HDPRF may be used to:
- 5.2.1.1 lessen the health and/or dental plan fee increases from one year to another, acting as a buffer;
- 5.2.1.2 expand services or coverage at no or reduced actual costs to students;
- 5.2.1.3 provide other service, or financial adjustments to the health and/or dental plan(s) and their associated fees.
- 5.2.2 The HDPRF may only be used for health and dental plan purposes.
- 5.3 Administration of the HDPRF
- 5.3.1 All surpluses from the GSA Health and Dental Plan fees, at the end of the fiscal year, must be transferred into the HDPRF.
- 5.3.2 The HDPRF should not be associated with the GSA Operating budget.
- 5.3.3 The monies associated with the HDPRF shall be held in a risk free interest bearing account with a term to maturity of no more than sixty days.

- 5.3.4 Any interest earned by the HDPRF shall be returned to the HDPRF.
- 5.3.5 The current balance of the HDPRF shall be reported in the GSA Balance Statement.
- 5.4 Access to the HDPRF
 - 5.4.1 The HDPRF can only be drawn down once the total fees collected from students are less than Plan premiums and administrative allowances.
 - 5.4.2 The HDPRF may not be overdrawn.
 - 5.4.3 To draw down the HDPRF, the Health & Dental Plan Committee must provide information regarding the proposed use of HDPRF to the Budget & Finance Committee. Information provided must include the anticipated amounts to be drawn down from the HDPRF.
 - 5.4.4 The Budget & Finance Committee must deal with the proposal at its next regular meeting or within two weeks of receipt of the request from the Health & Dental Plan Committee.
 - 5.4.5 The Budget and Finance Committee will review the proposal based on financial implications, ensuring that the proposal does not overdraw the HDPRF.
 - 5.4.5.1 If the Budget & Finance Committee finds that the proposal is financially sound, it will report the proposal and the financial implications to GSA Council for approval.
 - 5.4.5.2 If the Budget & Finance Committee finds that the proposal is financially unsound, it will report its findings to the Health & Dental Plan Committee for reconsideration.
 - 5.4.6 Council must approve the use of funds prior to proposals being finalized and implemented.

PART XIV GRADUATE STUDENT GROUPS³⁴

1 General

- 1.1 Any “student group” shall be defined as such when registered with the GSA, with registration authority to the Office of the Dean of Students.
- 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 graduate student groups as per the Graduate Student Groups Policy.

2 Registration

- 2.1 In order to register as a student group with the GSA, a student group must:
 - 2.1.1 Be registered as a student group with the University of Alberta;
 - 2.1.2 Have an executive committee comprised of at least 3/4 graduate students;
 - 2.1.3 Have a total membership of at least 2/3 graduate students;
 - 2.1.4 Submit bylaws or other governing documents to Student Group Services that meet reasonable governance standards, at the discretion of Student Group Services; and
 - 2.1.5 Any other responsibilities set out in the Graduate Student Groups Policy.
- 2.2 Student groups’ registration with the GSA will expire each year on April 30th.
 - 2.2.1 As such, it is the responsibility of student groups to familiarize themselves with all policies pertaining to student group status, and to re-register before April 30th of each year to ensure their ongoing student group status.
- 2.3 The GSA reserves the right to suspend a student group’s GSA registration, and all rights and privileges associated with such registration.

3 Privileges

- 3.1 Only groups registered with the GSA may use the GSA’s name or derivatives of that name in their title and/ or promotional materials.
- 3.2 Where there is a portion of the GSA’s operating budget designated for grants to be paid to student groups, only student groups that are fully registered shall be eligible to receive a grant from that portion of the GSA’s operating budget.

4 Responsibilities

- 4.1 Student groups will manage their finances responsibly and maintain financial records, subject to auditing by the University of Alberta, Student Group Services, or the GSA.
- 4.2 Student groups shall act on behalf of and for their members and according to all relevant regulations, including (but not limited to):
 - 4.2.1 GSA policies pertaining to student groups;
 - 4.2.2 The University of Alberta Code of Student Behaviour;
 - 4.2.3 University of Alberta student group policies and procedures;

³⁴ Passed by GSA Council on December 13, 2010 and January 17, 2011 (R20101213.7 and R20110117.2).

- 4.2.4 The individual groups' own governing documents, as approved by Student Group Services on delegated authority of the GSA through registration; and
- 4.2.5 All applicable laws.
- 4.3 Student groups shall serve their members in a way that is transparent, democratic, accountable, and fiscally prudent.
- 4.4 Student groups shall promote community, benefit their members and the community, and be non-commercial.

DRAFT

PART XV HEALTH AND DENTAL PLAN

1 Definitions

- 1.1 In this Bylaw, "Plan" shall refer to the "GSA Health and Dental Plan", which the GSA membership determined in its referendum of October 8 and 9, 2003 to be the group health and dental plan, and all of its amendments that shall be the object of this Bylaw.
- 1.2 In this Bylaw, "Agreement" shall refer to the legal document which details the agreement between the GSA and the current provider of the GSA Health and Dental Plan regarding implementation of the Plan.

2 Plan Availability

- 2.1 The Plan is available only to members included in Section 4 of the Constitution who are members as of September of each year that the Plan is in effect and to their spouses and dependants.

3 Implementation Dates

- 3.1 The GSA shall implement the plan effective September 1 of each year, in accordance with the Bylaws.

4 Premiums

- 4.1 Premiums shall be collected through the University's regular fee payment mechanism in September of each year that the plan is in effect.
- 4.2 Premiums shall be non-refundable except where a student qualifies to opt out of the Plan.
- 4.3 The total premium for an individual graduate student covered by the Plan from September 1 to August 31 shall as specified in the Agreement. Section 8 of this Bylaw describes allowable increases in the premium.

5 Opt-out provisions

- 5.1 Enrolled students may opt out of the Plan where they have comparable or better insurance coverage from some other source, demonstrated to the GSA during the opt-out period. The opt-out period shall be a minimum of 10 business days following the implementation dates, with specific dates detailed in the Agreement.
- 5.2 The GSA shall remit to any student that opts out of the plan the amount of the premiums and administration fee paid after receiving confirmation from the University that such premiums have been paid.

6 Opt-in provisions

- 6.1 GSA members who are not enrolled students may opt-in to the Plan during the opt-in period. The opt-in period shall be a minimum of three weeks following the implementation dates, with specific dates detailed in the Agreement.

- 6.2 GSA members covered by the Plan may add spouses, common law spouses, and financial dependants to the health plan and/or the dental plan by paying additional premiums during the opt-in period.
- 6.3 The additional premium charged to add a spouse, common law spouse, or one financial dependent to the plan shall be no more than the premium for an individual graduate student.
- 6.4 The additional premium charged to add any number of additional financial dependants shall be shall be no more than the premium for an individual graduate student.

7 Oversight by GSA Health and Dental Plan Committee

- 7.1 The GSA Health and Dental Plan Committee is mandated to oversee the implementation, administration, and performance of the Plan, and to make recommendations to the Executive and Council regarding the Plan.
- 7.2 The GSA Health and Dental Plan Committee shall also be responsible for ensuring that all reasonable steps are taken to inform the affected students of the Plan and its details.

8 Increases in Premiums

- 8.1 Any increase in premium or modification of coverage must be approved by Council as per the recommendation of the GSA Health and Dental Board.
- 8.2 Any annual increase in the total premium exceeding 15% of the previous year's premium must be put to a referendum prior to implementation of the premium increase.

Board Policy Manual

Preamble

On December 1, 2010, the GSA Board approved the creation of a Board Policy Manual to guide Board operations. As part of the general restructuring of the GSA's operations and approach to policy, it is desirable to give official weight to this document and outline what the contents of that document should be.

Proposal

BIRT Council amend Part I Authority as follows.

Original	Proposed	Motivation
<p>PART I AUTHORITY</p> <p>1 General</p> <p>1.1 The GSA maintains the following additional governing documents:</p> <p>1.1.1 The Policy Manual;and</p> <p>1.1.2 The Office Operations Manual.</p>	<p>PART I AUTHORITY</p> <p>1 General</p> <p>1.1 The GSA maintains the following additional governing documents:</p> <p>1.1.1 The Policy Manual;</p> <p><u>1.1.2 The Board Policy Manual;</u></p> <p><u>and</u></p> <p>1.1.3 The Office Operations Manual.</p>	<p>Adds the BPM to the list of governing documents.</p>
<p><i>(new section)</i></p>	<p><u>3 Board Policy Manual</u></p> <p><u>3.1 The Board Policy Manual details high-level operational policies of the GSA, including human resources policies.</u></p> <p><u>3.2 The Board Policy Manual is under</u></p>	<p>Details the intent of the BPM.</p>

Original	Proposed	Motivation
	<p><u>the jurisdiction of the GSA Board (Part IV) 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 Council.</u></p>	

Council Schedule for 2011-2012

Preamble

Per Part VII §3.1 of Bylaw, Council is responsible for setting its schedule from May 1 to the following April 30 no later than the April regular meeting of Council of any given year. This proposal sets out such a schedule for approval of Council, including the previously-unset April 2011 meeting of Council.

It is proposed that meetings will normally be held the fourth Monday of every month – a week later than has been past practice so as to allow time to prepare financial reports for the previous month in time for current agenda deadlines. Exceptions are noted below.

Schedule

Meeting	Notes
Monday, April 11, 2011, 6PM	Health and Dental Plan fees need to be approved by Council in time for the meeting of the University's Board Finance and Property Committee to approve them; the deadline for material for that meeting is April 19 and having the Council meeting the week before allows time to prepare the submission.
Monday, May 16, 2011, 6PM	May 23 is Victoria Day, a holiday.
Monday, June 27, 2011, PM	
Monday, July 25, 2011, 6PM	
Monday, August 22, 2011, 6PM	
Monday, September 26, 2011, 6PM	
Monday, October 24, 2011, 6PM	
Monday, November 21, 2011, 6PM	
Monday, December 19, 2011, 6PM	The following week will be in the midst of the holiday break.
Monday, January 23, 2012, 6PM	
Monday, February 27, 2012, 6PM	
Monday, March 26, 2012, 6PM	
Monday, April 9, 2012, 6PM	See note for current April meeting.

Late Additions

4. Reports

- (e) Recommendations from GSA Management
 - ii. Director of Finance and Operations (see attachment)

9. New Business

- (a) Scheduled Business
 - iii. R20110214.6: Honorary Memberships

10. Committee of the Whole

- (a) Graduate Student Experiences
- (b) Negotiations

Scheduled Business

R20110214.6 *BIRT* Council confer honorary membership to the elected officials participating in the Round Table Discussion on the Future of Advanced Education and Research on February 14th 2011;

BIFRT this motion supersede R20101115.8.

Moved by Christopher Skappak, Department of Pediatrics

Motivation To come.