

Agenda

1. Approval of the Agenda
2. Approval of the Minutes
 - (a) January 24
 - (b) February 14
3. Presentations and Announcements
 - (a) Presentations by Guests
 - (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 (see attachments)
 - 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 (see attachment)
 - ix. Labour Relations Committee
 - x. Elections and Referenda Committee

- xi. Nominating Committee (see attachment)
- (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
- 8. Unfinished Business and General Orders
 - (a) Unfinished Business
 - (b) General Orders
 - i. R20110314.1: Restructuring of GSA Bylaw Proposal (second reading) (see attachment)
 - ii. R20110314.2: Board Policy Manual Proposal (second reading) (see attachment)
 - iii. R20110314.3: Officer Portfolios Policy Proposal (see attachment)
 - iv. R20110314.4: Elections and Referenda Policy Proposal (see attachment)
 - v. R20110314.5: Ratification of collective agreement (see attachment)
 - vi. R20110314.6: 2011-2012 GSA Budget (to be distributed)
- 9. New Business
 - (a) Scheduled Business
 - (b) Unscheduled Business
- 10. Committee of the Whole
- 11. Adjournment

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

R20110314.1 *BIRT* Council approve the Restructuring of GSA Bylaw proposal as attached in second reading.

Moved by Roy Coulthard, President

Motivation As presented in the attached document.

R20110314.2 *BIRT* Council approve the Board Policy Manual proposal as attached in second reading.

Moved by Roy Coulthard, President

Motivation As presented in the attached document.

R20110314.3 *BIRT* Council approve the Officer Portfolios Policy proposal as attached.

Moved by Roy Coulthard, President

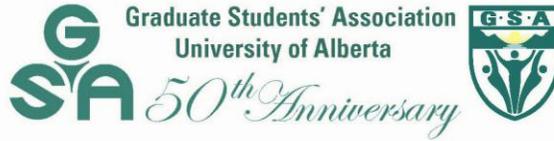
Motivation As presented in the attached document.

R20110314.4 *BIRT* Council approve the Elections and Referenda Policy proposal as attached.

Moved by Sarah Barnes, Chief Returning Officer

Motivation As presented in the attached document.

R20110314.5 *BIRT* Council approves the ratification of the "MEMORANDUM OF SETTLEMENT - SEPTEMBER 1, 2011 to AUGUST 31, 2013" between the Graduate Students' Association of the University of Alberta and the Governors of the University of Alberta.



Moved by Tamara Korassa, Vice President Labour

Motivation The Negotiation Team has reached a two year settlement with the Governors of the University of Alberta that is detailed in the attached memorandum. This settlement will cover the employment of academically employed graduate students for the period of September 1, 2011 to August 31, 2013. Further motivation will be presented orally to council by the VP Labour.

R20110314.6 *BIRT* Council approve the 2011-2012 GSA Budget as attached.

Moved by Roy Coulthard, President

Motivation To come.

Meeting called to order at 6:00 pm.

1. Approval of the Agenda

The Speaker noted that the PAW presentation and related motion had been postponed.

Late additions were moved to the main agenda as they were time-sensitive.

No objections; agenda approved by

2. Approval of the Minutes

(a) January 17

No objections: approved by default.

(b) January 24

Delayed until next meeting.

3. Presentations and Announcements

(a) Presentations by Guests

- i. PAW Centre (Group2 Architecture, University Architect, et al.) (30 minutes)
Delayed.

(b) Councillor Announcements

- i. Sustaining Community: A showcase of graduate student research
In agenda package.

4. Reports

(a) Executive Reports

i. President

The President highlighted the AET round-table that had taken place that afternoon. Five MLAs were in attendance, and there was a broad consensus that PSE portfolio should receive a funding increase to make PSE more accessible to graduate students. Gave honorary memberships to all attending representatives, as had been moved at the last Council meeting. The event drew a lot of attention to graduate students, and it was noted this type of event could be a useful future tool in positioning graduate students as a key political priority. The AGC said it would likely look at putting on future events like this.

On Friday, President had been in six consecutive hours of the Board, and had since talked to governance about adding breaks to the schedule for next round. Stated that the following year's budget was in a reasonably good situation for the 2011-2012 year. If PSE and graduate student issues were important to students, President

recommended that students talk to government.

The government was not longer asking for individual planning documents for institutional access planning and capital planning; they were merged into one document. The document included several key graduate student priorities, including making graduate student housing available, making funding more accessible, and other such initiatives. President was very impressed with the work of the staff and other executive members.

ii. Vice President Academic

The VP Academic highlighted her thanks to Vikki [Northrup] and Andy [Rathbone] for their support.

In the first week of February, CLE had put together a subcommittee on graduate student supervision, which was one of the key issues the GSA sees and graduate students face.

iii. Vice President Labour

The VP Labour noted that negotiations had been postponed until February 9th. The university was receptive, but there are several difficult decisions that will be directed by the committee of the whole.

The GSA had held an ad hoc committee on grants to ensure grants and dispersals are happening appropriately and that the GSA is acting in line with policy.

iv. Vice President Student Life (see attachment)

The VP Student Life expressed a hope that in future the GSA would become more connected with the Alumni Council in the future.

The VPSL also thanked the Director of Finance and Operations for coordinating the awards selection process.

v. Vice President Student Services (see attachment)

The VP Student Services emphasized that the PAW meetings were an important ongoing issue. The GSA did not have enough graduate students to investigate the process, but he hoped there would be other mechanisms for feedback. He noted that if the project passed, it would be \$90 per year per student on top of tuition.

Also noted that the grant selection committee meetings will be working

on grants in the near future. The deadline for student group funding would be the end of the month.

(b) Officer Reports

i. Speaker

The Speaker noted that Councillors-at-Large Christopher Dyck and Michelle Annett had submitted their letters of resignation. Council has not acted as yet to replace the two vacancies before the upcoming election.

The Speaker further reminded Councillors that if a Councillor was absent from the attendance sheet that they needed to provide the Speaker and GSA office with an up-to-date Councillor information form.

ii. Chief Returning Officer

The CRO indicated that nominations were open for Councillor-at-Large and Executive positions, and highly recommended that Council members consider running for a position.

iii. Senator

No report.

(c) Standing Committee Reports

i. GSA Board

The President echoed CRO's recommendation that Councillors consider running for Council, and noted that this could allow for double representation for Councillors' departments.

Pertaining to PAW, the President regretted delaying the presentation, but it had not been sufficiently put together in time for the meeting.

ii. Governance Committee

The Speaker noted that this committee did not make quorum and does not have sufficient membership to make quorum.

iii. Budget and Finance Committee

The President noted that this committee had met the previous Monday and discussed the Academic Support Centre funding proposal. The GSA also funds writing and professional development programs, and the President highlighted that these are excellent, well-used

programs. All graduate students should have access to the same level of subsidies at this point.

iv. Grant Selection Committee
Covered in VPSS' report.

v. Health and Dental Plan Committee

The VPSS noted this committee would be meeting tomorrow.

vi. Student Affairs Committee

The VPSL noted this committee would meet as soon as possible.

vii. Awards Selection Committee

The VPSL noted that award notifications had been sent that morning.

viii. Negotiation Committee

The VPL noted that this would be discussed in committee of the whole.

ix. Labour Relations Committee

The VPL noted that this committee had been very active and would be bringing forward a proposal on their Labour Liaison Program, likely at the March Council meeting.

x. Elections and Referenda Committee

The CRO stressed the importance of running in the upcoming elections.

xi. Nominating Committee

President noted that the committee had met for the first time and would meet again to repopulate committees in the near future, and further noted that the Executive Director had a great deal of experience in this area.

(d) Ad-Hoc Committee Reports

No ad-hoc committees.

(e) Recommendations from GSA Management

i. Executive Director

The Executive Director noted that office had been preparing for transition. The GSA had done an excellent training program in 2010-11, and the new training program would be based on needs of incoming executive members.

ii. Director of Finance and Operations

The Director of Finance and Operations noted that there were 151 award applications, which was a large amount.

5. Question Period

(a) Written Questions

None.

(b) Oral Questions

Vijay Kandalam, Councillor-at-Large: To VP SS: are there specific opportunities to provide PAW feedback?

VPSS: Councillors are welcome to come to the office and see the presentation in Triffo Hall.

President: Plans to PAW are mounted in Triffo Hall, which Councillors are invited to peruse. PAW will be using \$30 million in student money to be built, and this fee was approved in principle last year. Would appreciate any feedback from Councillors to get the best deal possible for Councillors.

Jessica Enright, Computing Science: To VP SL: regarding the conference grant, is it possible to use this money for academic conferences?

VPSL: There was a range of awards, primarily related to extra-curricular activities.

6. Elections and Appointments

(a) GSA Standing Committees

None.

(b) Other Committees

None.

7. Special Orders

None (PAW motion postponed).

8. Unfinished Business and General Orders

(a) Unfinished Business

None.

(b) General Orders

- i. R20110214.2: GSA Budgeting Processes and GSA Membership Fees Proposal (second reading)

President moved that Council approve the GSA Budgeting Processes and GSA Membership Fees proposal as attached in second reading. Seconded by Chief Returning Officer.

President: This was approved last meeting in first reading.

Vote: Carried unanimously.

ii. R20110214.3: Restructuring of GSA Bylaw Proposal (first reading)

President moved that Council approve the Restructuring of GSA Bylaw proposal as attached in first reading. Seconded by CRO.

President: This motion will essentially restructure bylaws but will not change content substantially.

CRO: In favour. The current bylaw is frustrating and redundant as pertains to elections. These changes are necessary.

Vote: Carried unanimously.

iii. R20110214.4: Board Policy Manual Proposal (first reading)

President moved that Council approve the Board Policy Manual proposal as attached in first reading. Seconded by CRO.

President: over the course of the past few months, board has determined that there is a need to have policies for which the organization has a legal obligation, but they don't seem to fit in policy anywhere else.

Executive Director: Directors have the authority to put policies into OOM that Directors believe should be approved by Board, not management. Further, there are a variety of policy gaps, and this will be an incubator for "band-aid" policies.

Vote: Carried unanimously.

iv. R20110214.5: 2011-2012 Council schedule

President moved that Council approve the 2011-2012 schedule

for regular meetings of Council as attached. Seconded by CRO.

President: thank-you to the Speaker for drafting the schedule. Next year's schedule does not include a Valentine's Day meeting.

Vote: Carried unanimously.

9. New Business

(a) Scheduled business

i. R20110214.6: Honorary Memberships

Fred Wu, Medical Microbiology and Immunology moved that 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, and further that this motion supersede R20101115.8. Seconded by Jessica Enright, Computing Science.

President: The MLAs for whom the certificates were approved were not the ones who attended this afternoon. Thus, this is a housekeeping motion.

Vote: Carried unanimously.

10. Committee of the Whole

(a) Graduate Student Experiences

The VPSS noted that the students on this committee were asked to talk about a day in the life of a graduate student to attempt to improve the experience of graduate students. Asked that Council members help with this committee by sending ideas to VP SS.

Vikki Northrup, Cell Biology: looking for feedback on the average day in the life of ALL graduate students, particularly those from a variety of backgrounds.

Executive Director: GSA gives a unique perspective to issues. Senior executive of the university does not know or understand the diversity of graduate students. If all students from Council took the time to write their daily experiences for the benefit of administrators, it would have a profound impact on university executive members, who do not understand the graduate student perspective.

VPA: Could the other VPs give background and purpose of this committee?

President: Complete lack of understanding of what graduate students do on campus. University administration understands undergraduates and professors, but no concept for graduate student schedules and experiences. There is a push to get a second graduate student on the sub-committee on learning spaces as a result of conversations in which it has become evident that there is a diversity of graduate student experiences.

VPSS: This is also helping to open up a variety of other topics on the agenda. It spans topics from furniture to lab spaces to offices. The discussions also include social and lounge spaces for between classes. Trying to identify obstacles for the learning experience. Will discuss until June, at which point they will look for realistic solutions to these problems, immediately if possible, or in the future.

Fred Wu, Medical Microbiology and Immunology: Has there been any discussion of a more systematic space approach with data and analysis? Also, what changes to facilities are being pursued with this information in mind?

VPSS: This is more speaking to renovations. Budget is limited, but attempting to optimize the money. The suggestion of a systemic approach is a good one, but no money at this time.

Lucy Nolan, Chemical and Materials Engineering: Some departments are quite spread out throughout the week. What is a good solution to talking about this?

VPSS: Could share stories from several students, or several days. The initial focus of this discussion was for undergraduate students, but has since been opened up to graduate students; should take advantage.

VN CB: Send anything you can to committee members; the more information, the better. Returning to FW's point, there has been some literature review, which will be brought up at the next meeting.

President: Statistical study would be good at some point, but the short-term anecdotal evidence can be very powerful in the meantime. These anecdotes will help keep graduate student space on the agenda as spaces are updated and renovations continue.

Benjamin Doleac, Music: GSA should consider sending out a mass email to all graduate students. Also, who should GSA members submit this information to?

VPSS: To me.

BD Music: Should I solicit this individually from individual students?

VPSS: It would be easier for the GSA if organized, as we will need to submit it.

Esther McNairnay, Earth and Atmospheric Sciences: Timeline?

VPSS: We will send you an exact date. For now, we are presenting at end of March, but don't know the meeting date.

Executive Director: There is a newsletter that goes out every two weeks, but the GSA is also sending out an ad-hoc bulletin. People could send their feedback to reception@gsa.ualberta.ca to make the process more organized. The university is planning for 20 years into the future without much consideration of graduate students.

Richard Kanyo, Physiology: Are there specific buildings for which this information could be important? We need to provide some motivation for people to want to respond.

VN CB: If there are specific examples of things that don't work AND do work, this is a good comparison for the committee.

(b) Negotiations

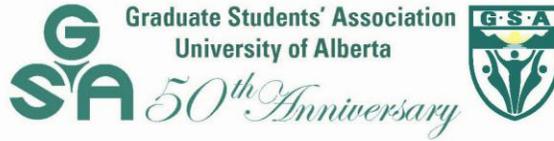
Vice President Academic moved to enter executive session. Seconded by Vijay Kandalam, Councillor-at-Large.

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

Vote: Carried unanimously.

President: Senator Skappak invites Council to RATT.

Meeting adjourned at 7:40 pm.



GSA PRESIDENT

REPORT TO COUNCIL FOR March 14, 2011

To: Council Colleagues

From: Roy Coulthard

Date: March 3, 2011

Dear Colleagues,

It's been an intense, productive and very successful month. My list of attended meetings is attached, with highlights below.

PAW

We have made great headway with PAW. After hours of meetings with Administration, Facilities and Operations, our lawyers and the SU, we feel we are very close to having a design, a legal agreement and a lease that will meet the needs of graduate student for 30-50 years. Council will have a briefing by the Administration and then will vote on this matter, probably in April.

AEGS NEGOTIATIONS

VPL Tamara Korassa and I will report separately on this key issue. Preparations for negotiations have absorbed all of us this past month and suffice it to say that we are pleased with the result.

ACADEMIC PLAN AND COMPREHENSIVE INSTITUTIONAL PLAN (CIP)

I have met one-on-one with the Provost and jointly with VPA Andrea Rawluk. Thanks to Andrea's great leadership, we now have a subcommittee on graduate student supervision as a companion to the Academic Plan. Further details are in Andrea's report.

Last meeting I reported on the new CIP. There have been further discussions, including at the Board of Governors. Virtually everything we have lobbied for in this past year, as outlined in our Strategic Plan and elsewhere, is now included in this master plan, submitted to the Government of Alberta for 2011-12.

INTERNAL MATTERS

The VPL and VPSS are leading stage two of our review of granting processes for the **AEGS funds** that are part of our negotiated agreement. This review is part of a larger process of scrutinizing all our processes and we have appreciated the assistance of Professor Lynn Penrod and Assistant FGSR Dean Heather Hogg.

With respect to **our 'rebuilt' budget**, we have benefitted greatly from the sage advice of Chancellor and Board Chair Emeritus Eric Newell. A great deal of work and brain power has gone into recommending a budget that will help us stabilize and move forward with confidence into the next several years.

The new **Nominating Committee** is now launched. We have had an excellent response to our first ad (which went to all grad students) to fill GFC committee vacancies.

Voting online and an electronic election forum were great successes this year. We've had terrific feedback from grad students about these initiatives.

The **Health and Dental Plan** has had very high use -- and we are pleased about that --but we now face some choices with respect to funding. Grad students have also told us that they have had top-notch experiences with GSAP, from getting free legal advice to receiving personal counselling.

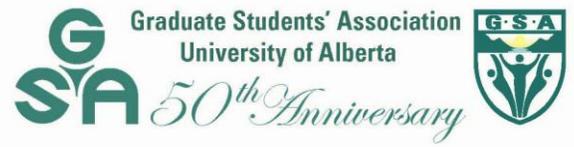
The office is humming along and the greatest challenge is to get staff to take a break once in a while! Everyone is working with a purpose – to serve graduate students and to support your elected officials as we attend dozens of meetings and advocate on your behalf.

Warm regards to all,

Roy Coulthard, GSA President

List of meetings:

Date	Meeting
Friday, February 4	PAW meeting with the Students' Union
Monday, February 7	GSA Budget Finance Committee
	Meeting with VPA and VPL re: Copyright and University Academic Plan
	Negotiations Team Meeting
Tuesday, February 8	PAW Budget Review Discussion
	Peter Lougheed Scholarship Reception
Wednesday, February 9	GSA Nominating Committee
	GSA Board Meeting
	GFC Academic Planning Committee
	GSA and Administration Negotiations Meeting
Thursday, February 10	Meeting with the Provost re: Academic Plan
	PAW Legal Meeting
	China Institute Board of Directors Meeting
	AGES Fund <i>ad hoc</i> Meeting
Friday, February 11	Board of Governors
	Board of Governors Budget Briefing
Monday, February 14	AGC Alberta Parties Leadership Roundtable
	GSA Council Meeting
Tuesday, February 15	Board Safety, Health and Environment Committee
Wednesday, February 16	Festival of Teaching Meeting
	Health and Dental Discussion with VPSS
	GSA Board Meeting
	FGSR Council
Thursday, February 17	Meeting with Senate Executive Officer Derek Roy-Brenneis
Friday, February 18	PAW Agreement SU, GSA and lawyers
Tuesday, February 22	GSA <i>ad hoc</i> Budget Committee discussion with SB and ES
	Meeting with the Provost and VPA re: Graduate Student Supervision Committee terms of reference
Wednesday, February 23	Negotiations Committee Meeting
	GFC Academic Planning Committee
Thursday, February 24	Student groups discussion with GSA Researcher
	Meeting with the Students' Union re: PAW
	Negotiations with Administration
Monday, February 28	GSA <i>ad hoc</i> Budget Meeting
	GFC Academic Planning Meeting on Comprehensive Institutional Plan
	PAW Summit Meeting, Provost and VP Facilities and Operations, and SU President
Tuesday, March 1	Board Finance and Property Committee and Learning and Discovery Committee
Wednesday, March 2	GSA Board
Thursday, March 3	Health Centre Advisory Group
	Health and Dental Discussion with VPSS and DFO



GSA Council
March 14, 2011
Item 4(a).i

GSA VICE-PRESIDENT ACADEMIC

REPORT TO COUNCIL FOR March 14, 2011

To: Council Colleagues

From: Andrea Rawluk, GSA VP Academic

Date: March 3, 2011

Dear Colleagues,

Please accept my regrets for not being able to attend our GSA Council meeting on March 14, 2011 as I am completing my fieldwork in Aklavik, NWT.

Subcommittee on Graduate Student Supervision

Over the month of February, I have been focusing much of my time on setting the foundations for the subcommittee on graduate supervision that will be jointly undertaken by the GSA, the Provost's Office, and the Faculty of Graduate Studies and Research. *Having this subcommittee is a tremendous step forward for graduate students.*

I met with the Provost, Dean of FGSR and our GSA President to discuss the Terms of Reference for this subcommittee. The Provost will be announcing the launch of this subcommittee at the General Faculties Council in March. This subcommittee will link with the Academic Plan.

Negotiations

In addition to this undertaking, I have been involved as a member of the Negotiation Committee (alongside the GSA President, VPL, and VPSS), as well as further planning meetings for the Committee for the Learning Environment (CLE) on the implementation of the Academic Plan and how CLE will be involved.

To conclude, I wish to thank once again Vikki Northrup and Andy Rathbone for the invaluable support in attending committees.

Please find below a list of the meetings I attended between February 4 and March 3:

Monday, February 7	Meeting with VPL and President re: FGSR Survey, copyright and Academic Plan
	Negotiations Team Meeting

	GFC Executive Meeting
Wednesday, February 9	Meeting with the Dean of FGSR
	GSA Board Meeting
	GSA and Administration Negotiations Meeting
Thursday, February 10	Meeting with the Provost re: Academic Plan
Friday, February 11	FGSR Council Policy Review Committee
Monday, February 14	VP Research Advisory Review Committee
	GSA Council
Tuesday, February 15	FGSR Caucus Meeting
Wednesday, February 15	GSA Board Meeting
	FGSR Council
Thursday, February 17	Monthly coffee meeting with Associate Provost, Dr. Skidmore
Tuesday, February 22	Meeting with the Provost and President re: Graduate Student Supervision Committee terms of reference
Wednesday, February 23	CLE Subcommittee Academic Plan
	Negotiations Committee Meeting
Thursday, February 24	Negotiations with Administration
Wednesday, March 2	GSA Board Meeting
Thursday, March 3	GFC Committee on Learning Environment

ASC subcommittee on standards

GSA Representative: Vikki Northrup

February 3, 2011, 10am-12pm

Summary of the key issues: APPRTF proposal was discussed in length. There was debate on how much faculty should have jurisdiction over instead of registrar and the fact many deans may not be familiar with these issues. IT was decided which parts of the proposal will be dealt with by this committee. Admission Requirements will go to faculties. Admission Process will go to registrar's office. Access center will also go to registrar's office. SOS will deal with transfer credits and communication to students. Most of this proposal applies to undergrads, though communication to students may also have an effect on graduate students, especially those that TA.

Student Ambassadors proposal was discussed. There is distrust of coaches by some faculty and some proposed having a 3rd party with teams to proctor exams and having the exams at the same time as the course if possible. Sponsorship unit should take on much of the responsibility. There was also discussion of having another section dealing with graduate students since attending conferences is considered being an ambassador, and most graduate students will attend conferences at some point in their graduate career. This makes an official policy for graduate students attending conferences.

Action Items: no action items

Comments: SOS may be moved to the first Tuesday of the month at the same time next year. More proposals will be made by e-mail.

GFC Committee for the Learning Environment

GSA Representative: Andrea Rawluk

Name of Committee Chair: Dr. Colleen Skidmore, Vice-Provost Academic, University of Alberta (Co-chair Dr. Amrhein)

Date of Meeting – February 3, 2011

Key Points

1. Chairs notes: Update on Access Copyright from Dr. Amrhein
 - a. Agreement for 2 years of business as usual with Access Copyright.
 - i. “But it doesn’t mean that the issues go away” but we have a period of time to prepare for this.
 - ii. The library will be doing a “journal by journal inventory”
 - iii. “It is not about the money, but the involvement of third party businesses invading the privacy of the academy”
 - iv. “No one is expecting a change in the copyright law”
2. Academic Plan – Presented by Carl Amrhein & Lorne Babiuk
 - a. It has had a drastic re-write, but much of the same content
 - b. “It will only be successful if we use it as a roadmap”
3. Discussion of Implementation
 - a. VPAC brought the concern forward that we need to have a subcommittee on Graduate Students
 - i. Dr. Amrhein is happy to meet with GSA and Dean FGSR to discuss this and so that we can put a subcommittee forward.
 - b. There will be a subcommittee to have a more focused discussion of the implementation of the AP so that we can have a group discussion for decision-making on sub-committees for next meeting.
 - i. I (VPAC) will be serving on this committee.
4. Report on Assessment and Grading
 - a. Review of the purposes of assessment

Comments/Notes

- I made the comment that we would like to see a greater emphasis on “student wellness” in the Academic Plan

- Dr. Amrhein and Dr. Babiuk said that they welcome inclusion and that GSA can provide an input (phrasing) for this.
- AP – discussion of daycare and creative ways of finding resources for a daycare
 - I made the comment of having a Family Centre at the PAW Centre – and Dr. Amrhein liked the idea, also saying there is no concern for this from the Provost's office.
- SU VPA described concern with the lack of “curricular reform” from this document.
- Dean Robinson has “a multiple of \$100,000” to immediately start up an office of Undergraduate Research.
- The Provost presents the “lab setting” as “teaching” by professors. It is different from teaching in the classroom, but still teaching.
- **We need to have a representative at CLE in March because important decisions for the committee will be made that we can impact as graduate students. I (VPAC) will be away for field research.**
- I will be on the CLE subcommittee (we'll meet once or twice before March CLE) in order to develop an argument for what the committee should tackle for this year.

GFC Executive Committee

GSA Representative: Andrea Rawluk

Name of Committee Chair: Dr. Carl Amrhein, Provost

Date of Meeting – Monday February 7, 2011

Key Points

4. University of Alberta Policies and Procedures Online (UAPPOL) Awards and Bursaries for Students Policy and Procedures

- put UAPPOL online

- Motion carried

12. University of Alberta Museums Annual Report

- New faculty member with MacTaggart Collection

5. Term Limits for Deans

- Concern from committee member that this implies too much control from President

- As written, possible interpretations:

- The “limit” for a Dean is 2 terms, but with special circumstances, they can be extended with further terms.

- The 3rd term is absolutely the limit, but 2 terms is maximum.

- Lots of discussion around the precision of the length of term, ie. 3 year maximum.

- Motion to table (carried – will be taken to Deans Council)

6. Human Research Ethics Policy

- Returned because of consistency issues

- BLDC meeting dealt with making changes for consistency

- Substantive changes not made, but rather clarification

- Oversight committee created and directed by VPR

- Essentially, it was to state the where there is a discrepancy, TCPSII will trump the ethics of the University of Alberta – making that more explicit.

8. Proposed Changes to Research Policies

- Motion Carried

10. Fall Term Reading Week Proposal

- For student mental health & academic success
- Starting the Wednesday before Labour Day
- Faculty member brought forth concern that Grad students would have to be teaching earlier.
- Plebiscite will return information back

11. Academic Plan Discussion

- As VPAC, I repeated myself in saying that GSA would like to see explicit statement of student wellness in the AP.
- We will bring this to and discuss it with the Provost in near future.

13. Cheer Songs

- Centennial song – Je te retrouve
 - There has been expressed concern for musical merit
 - Concern that it is in both French and English
 - Need to define and find a university song
 - Could be done with “competition”
 - Many options of what to do.
 - What about aboriginal languages?

9. Draft Agenda for March 21, 2011

- Criticisms from “blogger” for cancelling of GFC in January

FGSR Policy Review Committee

GSA Representative: Andrea Rawluk

Name of Committee Chair: René Poliquin, Ass Dean FGSR

Date of Meeting – Friday, February 11, 2011

Key Points

Examination Committee and Examinations

- Reviewing Section 8 of Policy Manual
- Do we need to take attendance for examinations?
 - o Do we need a proctor for videoconference examinations?
- The student **MUST** be present in their exam
- Discussion of *WHY* Pro Deans are present
 - o The Pro Deans are there for the student
 - o Ensuring a fair process
 - o Pro Dean is there in *addition* to the full committee.
 - o **Students can request Pro Deans to be present at their examination**

Thesis based Master's Program Supervision and Examinations

Master's Supervisory Committee

- "Candidate" changes to "student"
- Committees are not required for Masters students
 - o Therefore FGSR should not track Masters committees
- Departments concerned that they cannot record Masters supervisory committee

Master's Examining Committee Composition

- Master's external needs to be internal to the university
- Discussion on the number of people that are on the Master's examination committee

Comments/Notes

- Committee has decided that we will "target" problem sections

Teaching, Learning and Technology (TLAT) Council

GSA representative: Vikki Northrup

February 14, 2011

Summary of the key issues: Festival of teaching is coming up and will be open to graduate students.

Web strategy - Creating a web strategy to fit the needs of deans and VPs. A web survey was conducted until Feb 16. Parents and friends are important for perspective students. ¼ of perspective students will drop a perspective university if it is hard to find things on their websites. Looking at improving web utilization by using moodle and redesigning the homepage to make it easier to find things and make it more cohesive.

G-mail contract was signed in December and are now starting to migrate to g-mail. This will be done by invitations and gradually moving over. This will relieve the central server. By March will be doing department by department. Will need to change CCID password for migration.

University laptops need to be encrypted. There is a zero tolerance policy on public organization on not having encryption on mobile devices. It was stated that student data should always be included under sensitive information and this needs to be explicitly stated. It was unclear where research data would lye for sensitive information. Who will be responsible for the encryption? Who enforces it? What about temporary custodians of data (i.e. TAs)? These policies for encryption would apply to any university supplied laptop or sensitive information.

Moodle will be used for the next generation of eclass, there is a pilot program underway.

Action Items: The final copy of the Academic plan was endorsed

Comments: There are a few questions surrounding encryption policy that need to be worked out and will most likely come back in further meetings.

Faculty of Graduate Studies Council

GSA Representative: Andrea Rawluk

Name of Committee Chair: Dean FGSR Mazi Shirvani

Date of Meeting – February 16, 2011

Key Points

- Discussion on dual degree program discussion on MBA at U of A and in Japan – approved for consideration
- Discussion on dual degree MBA/MD - approved for consideration
- Graduate Teaching – Level 1 and 2 is controlled by FGSR, at no cost & Level 3 will be controlled by Heather Kanuka at CTL. FGSR does not have any control over it.
 - The certificate credential **will** be cost recovery
 - What is the difference between the Faculty Extension Certificate? The FE will be for individuals beyond the academic community, and the CTL one will be internal to the institution.
 - How will this fit into the broader professional development of graduate students?
 - At present, it is only focusing on students that would like to take it and it is exclusively for teaching
 - **They are recruiting participants for the committee that is building this certificate.**
- English proficiency task force: Questions posed by Paul Melançon -
 - What do you do to ensure that the students can demonstrate their skills that were shown on their tests?
 - How do we help International students become accustomed to Canadian Society?
 - Committee is looking for feedback and suggestions for them to deal with the questions that need to be addressed.
 - VPSS asked whether they were considering faculty in this requirement for English proficiency.

- FGSR answered no, but that it has been brought up.
- Mazi held an informal discussion on what to do with graduate students who are admitted on conditional admission with TOEFL scores, and if they fail?
 - VPSS spoke in favour of the condition.
 - FGSR also presented that this condition is often to work in the favour of students as per immigration etc.
 - One graduate coordinator recommended that there be more rigorous application materials.
- Provost presentation of the Academic Plan
 - He brought Dr. Skidmore and Jason Cobb
 - Provost said that there is very much money available to the U of A if they become Bologna process friendly, and they have done this.
 - He was also there to allow the Council to ask him “anything on their minds”--- not just Academic Plan
 - The questions that were asked of him were:
 - Will the FLE’s be taking place on Grad Student numbers?
 - To explain, Provost described the “pre-Klein” budget, and the budget from Feb 2010
 - How do you deal with the difficulty of shifting resources from Undergrad to Grad studies in a time of stasis?
 - Provost described that it is left in the hands of the Deans to do this.
 - Provost is strong of the opinion that **we will not** admit unfunded Grad Students.
 - In terms of funding, they are reassessing funding for students, for example with FGSR who has restructured funding.
 - Some departments are having difficulty admitting and funding international students
 - Provost talked about how international differential could be waived for students who have a “sponsor”.

- Provost talked about “bridging program” to get international students at the same level of domestic students.
 - It will have a substantial tuition that government or parents will pay for and is looked at as a cash flow for the university.
 - Will have the acronym PASS and will be up and running in the next 12 months.
- Comment from Council that the international differential is “killing” the departments and their ability to recruit grad students.
 - Likewise it was a concern from the Council that the Federal Government has changed its requirement for Landed Immigrant, which is a concern.
- Provost presented going to the government for money for Graduate Student funding.

Comments/Notes

- One of the MLA's at the Roundtable, (Feb. 14) David Swann, said that the U of A should push the government for money for Graduate Student funding.

External Meeting Report

GFC Academic Standards Committee

February 17, 2011, 9am-12pm-15 University Hall

Vikki Northrup

March 17, 2011, 9am-12pm

Summary of the key issues: Comments from the chair- online Alberta transfer guides has a renewed approach which was sent to the ACAT representative at the university. Student advisor conference on March 2. Meeting date for ASC next year is same time (place may or may not change). SOS has been moved to 1st Tuesday of each month next year. Bear tracks will be down for an update April 2-3.

Fall term reading week- The SU is examining implementing a fall term reading week the week of Remembrance day in November. This is due to increased stress (indicated by counseling services have an increase) in November and to allow for more orientation as a continuation of the orientation in September. This would cause the fall term to start earlier and in most cases, will start late August instead of after labour day. This could inconvenience new graduate students coming from outside of Edmonton since they would have to pay an extra month's rent to arrive in time for the beginning of the term in late August. For international students, this could put more of a constraint on VISAs since it was brought up that sometimes they have trouble getting them in time for the beginning of the term as is. It was also brought up that a week off has no evidence to suggest it will relieve stress but that there should be better coping mechanisms put in place to help with stress. Some suggested instead of a week making that week a long weekend instead.

Missed term work- Term work would be defined as quizzes, lab work, midterms and all evaluated work not including the final exam. This brings up participation marks since these are hard to defer. Clinical courses base on whether they are capable of completing the course objectives. There should be clarity as to how deferred courses work will be dealt with on the course syllabus. The definition of incapacitating illness was brought up since people will interpret this differently and will come up again in the May meeting when discussing sick notes. There needs to be more concrete rules on cancellation. Some students do not understand they are not alright to write (will try to tough through an incapacitating illness). There should be something in the rules for cancellation regarding instructor discretion (or a delegate of the instructor). The issue of consistency was discussed. Some faculties want to have a excused absence form (to give consistency). Exams that have differed midterms and are non-cumulative should have a longer cumulative final to test the student on all the material. It was mentioned that the student would have a exam that would include extra questions on the midterm

material and would be given longer to write (since it would be a longer exam) than those who wrote the midterm.

Action Items: The following motions were approved

4A. Faculty of Nursing Deletion of the Certificate Programs in Critical Care Nursing, Neonatal Nursing and Nurse Midwifery

4B. Faculté Saint-Jean Admission/Readmission Requirements for the Bachelor of Science (BSc) Degree Program

4C. Faculté Saint-Jean Admission/Readmission Requirements for the Bachelor of Science (Environmental and Conservation Sciences-Bilingual) Degree Program

4D. Office of the Registrar and Student Awards Transfer Course Approvals for February, 2011

5. Office of the Registrar and Student Awards Changes to University Calendar Section 16.1 – Additional (Bonus) International Baccalaureate (IB) Points

New degree between Educations and Augustana was approved

Comments: Fall term reading week may be a worthwhile discussion for GSA council since this will have an impact on graduate students especially with the term starting earlier. Since most graduate students do not get reading week off, it may not be that beneficial to graduate students.

University Research Policy Committee

February 25, 2011

GSA Representative: Vikki Northrup

Summary of the key issues: Comments from the chair: the Alberta budget is not a bad budget. U of A got a 0% increase as expected. There is additional funding for CCIS and Edmonton Clinic. There is no decrease due to funding for buildings. Assurance of AFMHR transition money (those coming off are protected). Money for renewal and building upgrades. Research and support increase of \$16 million in Alberta Innovates. ALMA \$41 million in genomes Canada (mainly to ALES). There will be knowledge generating units in the fall of \$600 000. There is supposedly a plan for 0% for the next 2 years but the university is trying to get more. They need to identify core facilities and try to get money for them (i.e. Animal care facilities, Nanofab, ethics, microscope facilities) and try to be strategic for CFI.

Harminization of Ethics- For health researchers, they want to harmonize ethics across universities in Alberta. This will allow collaborations that have the ethics approved at the primary site to be expedited at second research site.

Restructuring REB- Currently have dual system. Health science does not allow student to PI whereas social science many of the students are the PIs. Debate over departmental approval prior to sending to REB administrators. Some departments do so while others do not. They are trying to make it consistent though will most likely maintain the dual approach in terms of students as the PIs.

Off campus activities: This new policy would not force anything on faculty but more of suggestions, but would be more binding with students. This would require more paperwork for anything above low risk for students. Graduate students attending conferences in low risk regions would be considered low risk and therefore would only need to inform your supervisor (nothing would change).

Banting PDFs policy- looking to make it consistent. Will know success rate in 3 weeks and Jonathan Shaffer will report to the committee on the national process afterwards.

Signature page was approved.

Action Items: none

Comments: no additional comments

GSA VICE PRESIDENT LABOUR

REPORT TO COUNCIL FOR March 14, 2011

To: Council Colleagues

From: Tamara Korassa, VPL

Date: March 3, 2011

First, I would like to thank all councilors who responded to my request for advice on negotiations. I had many councilors respond and their feedback and information was essential in planning our strategy for negotiations.

Since the last council meeting I have attended the following meetings:

- Meeting with Jayson Maclean (Graduate Ombuds) and Ellen Schoeck: This meeting was an opportunity to converse with the Graduate Ombuds to share information and strategies for dealing with student issues and complaints. This meeting was also productive in that it gives the GSA a picture of the role the Graduate Ombuds has played these past 7 months and what kind of case load the Ombuds had. At this meeting we also discussed having quarterly meetings to provide updates and statistics (and sought ways to organize statistics in a similar fashion).
- Student Resources Task Force: This was a continuation of meetings with this committee. The main topics were a review of possible timing and strategy for a survey that will be going out to Undergraduate and Graduate students with regards to funding. The committee is also developing a report on the existing funding sources on campus and the various barriers to access. The committee determined that the survey would go out in mid-March.
- AEGS *ad hoc* Committee: This committee is an *ad hoc* committee of the Board that has met twice in the past month -- once to discuss the childcare subsidy and once to discuss the emergency bursary. Both of these meetings were to assess the standard the GSA must maintain in adjudicating these programs and what the guiding principles and visions should be for these programs. This committee will also be meeting on Monday, March 7 (after the deadline for submission of this report to Council) to discuss PDGs. The committee will prepare a report to the Board with regard to their general recommendations and the Board will decide what the next steps should be. Some issues that this committee has addressed include, but are not limited to;

- What are the criteria for needs-based funding in relation to the Child Care Subsidy and Emergency Bursary Programs?
- As a subsidy program what level of support (percentage, \$ amount) should the GSA provide or afford to provide?
- Should the programs cover all students who demonstrate need beyond a certain level or only those that are ranked as the “neediest” in each round?
- What criteria are the emergency bursaries distributed on and do they account for the unique nature of graduate student life?
- Should the name of “Emergency Bursary” be changed to “Emergency Funding” to avoid tax-related confusion?
- Are the GSA’s policies and procedures in line with the requirements of the agreements with the University and do they follow similar guidelines to the Universities granting and funding policies? Should they?
- Are there similar funding options for students that would provide adequate models for distribution of the funds?
- Multicultural Training
- Negotiations (see report from the negotiations team and committee)
- Departmental Student Group Presentation on the Collective Agreement and the GSAP program: I was invited by a departmental student group to speak to them with regards to the collective agreement and the GSAP program. This was a great experience as it opened up dialogue. I would be open to presenting similar presentation to other Departmental GSAs.
- *AD Hoc* Budget Committee – the committee has submitted recommendations to the Board (and then to BFC and Council) to review and approval.

I have also met with a number of students this month who have had a variety of different questions. Many of these have focused on pay and funding for graduate students. I suspect that this is a time of year when funding gets difficult for graduate students and as such I would like to explore possibilities in the future about raising awareness among graduate students about the funding options available to them.

As a result of negotiations FGSR, with the support of the Provost’s Office, has committed to setting up a Graduate Student Funding Task Force. This Task Force will have the ability to request and access data about funding on a department by department basis. This will allow the Task Force to identify inadequacies in funding in departments, assess funding models that are effective, and look for solutions that work for each department. I will keep you posted as this Task Force is established.

Please find below a list of the meeting I attended between February 3 and March 4:

Monday, February 7	Alcohol Policy Development Working Group
Wednesday, February 9	GSA Board Meeting
	Awards Selection Committee Adjudication
Monday, February 14	GSA Council
Wednesday, February 16	GSA Board
Tuesday, February 22	New Student Experience Working Group
Friday, February 25	Meeting with SU VP SL
Wednesday, March 2	GSA Board
Thursday, March 3	Council on Student Affairs

Sincerely,

Tamara Korassa, GSA VP Labour

**GSA VICE PRESIDENT STUDENT LIFE
REPORT TO COUNCIL FOR March 14, 2011**

To: Council Colleagues
From: Cecilia Lee, VPSL
Date: March 3, 2011

It is almost spring, and the University campus is definitely an exciting place to be- coffee and group projects at Good Earth Coffee, pulling an all-night study session at the Health Sciences library (I am the Queen of all nighters! Let me know if you need any tips.), or going for an awesome run at the Butterdome!

There are a few items to highlight for Council.

Awards Night

You will receive this report just as the final arrangements are being made by Sherrie Blake, Katie Biittner, Mindy Pitre, Joanna Chan and Lindsay Knox for the March 10 Awards Night in Convocation Hall. With the Chancellor, President and Board Chair attending, and with Provost Amrhein as the keynote speaker, it promises to be an outstanding event to honour dozens of graduate students for service and achievement. My personal thanks goes to the Awards Selection Committee and the staff. We are all so proud of the graduate students who are being recognized publicly!

Grad Residence

Graduate Residences is developing a marketing plan that will hopefully fill our graduate residences. Currently, we are unable to fill our vacant residence spaces with all graduate students. Therefore, a marketing plan is being developed to hopefully attract more graduate students into our amazing residences. If you have any feedback on innovative ways to promote our Graduate Residences, please do not hesitate to e-mail me at vpsl@gsa.ualberta.ca

Alcohol Policy Amendments

I would like to advise you about a matter discussed at the Alcohol Policy Committee I serve on. The Alcohol Policy group would like to have Rory Tighe, VP Student Life from the Students' Union, and myself coordinate a Town Hall style meeting with all our students invited. This meeting will target the undergraduate, graduate, and student group populations. The purpose of this Town Hall will be to receive feedback on amendments being proposed to the Alcohol Policy. I personally feel that this is a very important Town Hall meeting for all students to be engaged in- as students, we must be aware of any policy that affects our student life. This policy will affect any student who organizes social functions (such as Orientation and Reunion Weekend), fundraising events, as it limits how we are sponsored by various vendors. Most importantly, the

graduate students' voice must be heard, so please stay tuned for an e-mail memo, on behalf of me, inviting all our graduate students to come and provide advice and guidance on a significant policy change. I must also mention that there will be a free pizza lunch or dinner to whoever decides to attend this Town Hall! Free Pizza!

Student Groups

President Roy Coulthard has sent a letter to all graduate student groups reminding them that they can apply for a U of A Student Group Grant, with applications due March 7.

Janelle Morin is the GSA's Policy Analyst and Communications Specialist. She has provided expert advice on students groups and I have asked her for an **update** which you will find below:

"Graduate student groups were identified in late 2010 as a high priority in context of the GSA's operations. Groups registered under the GSA and groups of "unregistered" graduate students pose a high risk factor to the GSA's legal responsibilities as a corporation. These groups also present an important, integral venue for growth, communication and capacity building within the GSA, and a key locus for developing a campus community that supports and values graduate student contributions.

To curtail any undo liability, the GSA has revised its bylaws to reflect a new approach to graduate student groups, including changes to GSA-registered groups' requirements for composition, membership, and support. In this new structure, the GSA is responsible for developing an MOU with the University and with Student Group Services, and to keep an updated record of all groups registered under the GSA's name.

The GSA has also submitted a proposal for additional funding for departmental associations, and will continue to work with the university to support these specialized groups in their unique mandates. The GSA is working to provide more support and continuity for departmental associations. When registered with the GSA, departmental associations qualify for grants and have access to professional development opportunities; these opportunities are being reviewed and expanded in context of the GSA's strategic plan.

The GSA is committed to developing relationships with and supports for student groups in the coming year for mutually beneficial growth and communication. "

Last Word

In closing, I would like to thank you all for your commitment to the GSA. I am so appreciative of all your support and guidance.

Please find below a list of the meetings I attended between February 4 and March 3.

Monday, February 7	Alcohol Policy Development Working Group
Wednesday, February 9	GSA Board Meeting
	Awards Selection Committee Adjudication
Monday, February 14	GSA Council
Wednesday, February 16	GSA Board
Tuesday, February 22	New Student Experience Working Group
Friday, February 25	Meeting with SU VP SL
Wednesday, March 2	GSA Board
Thursday, March 3	Council on Student Affairs

Sincerely,
Cecilia Lee
GSA VP Student Life

REPORT TO THE GSA COUNCIL FROM
VP STUDENT SERVICES: Nima Yousefi Moghaddam
(Board Meeting of March 2, 2011 & Council Meeting of March 14, 2011)

To: Board and Council Colleagues
From: Nima Yousefi Moghaddam
Date: March 2, 2011

Meetings and Activities since February 2, 2011

Thu, Feb 3, 2011	1pm – 2pm	Health Centre Advisory Group
Fri, Feb 4, 2011	9am – 10am	PAW with SU
Mon, Feb 7, 2011	12:30pm – 2:00pm	Negotiation Team Meeting at GSA
Tue, Feb 8, 2011	10am – 12pm	Paw Budget Review Discussion
Wed, Feb 9, 2011	12pm – 2pm	GSA Board meeting
	4pm – 5pm	GSA and Admin Negotiations meeting
Thu, Feb 10, 2011	3pm – 4pm	Lecture Grant review meeting
Thu, Feb 10, 2011	4pm – 5pm	AEGS ad hoc 1st Meeting
Mon, Feb 14, 2011	2:00pm – 4:30pm	AGC Roundtable
	4:45pm – 6:00pm	Pre-Council Meeting
	6pm – 9pm	GSA Council
Tue Feb 15, 2011	2pm - 3pm	HDPC Meeting
Wed Feb 16, 2011	10:30am - 11:30am	Exec meeting re: Health and Dental
	12pm - 2pm	GSA Board Meeting
	2pm - 4pm	FGSR Council Meeting
Thu Feb 17, 2011	8:30am - 10am	U-Pass Admin Meeting
Fri Feb 18, 2011	11am - 1pm	PAW Agreement with SU, GSA and lawyers
Wed Feb 23, 2011	2pm - 3:30pm	AEGS fund review: Second meeting
	11:30am - 1pm	Negotiations Committee Meeting
	1pm - 2pm	Multicultural Training
Thu Feb 24, 2011	2:30pm - 4pm	GFC - FDC
	5pm - 8pm	Negotiations
Wed Mar 2, 2011	12pm - 2pm	GSA Board Meeting
	12:45pm - 2:45pm	FDC Subcommittee on Learning Environment
Thu Mar 3, 2011	1pm - 2pm	Health Center Advisory Group (HCAG)
	2pm - 4pm	Health and Dental Discussion (SB, RC and NY)

HDPC

Health and Dental Plan Committee meeting

Topic	Health and Dental Plan Committee meeting
Date	Feb 15, 2011
Place	Triffo Hall
GSA reps	Sherrie Blake – DFO Mindy Pitre – Admin Assitant
Committee Chair	Nima Yousefi Moghaddam – VP SS
Attendees	Helen Surgenor (Studentcare) Kristin Foster (Studentcare) Ksenia Svechnikova Farnaz Mani Mahsa Mackie Corey Baron
Attachments	H&D plan renewal analysis report: preliminary draft

Summary of the key issues:

- There was a petition to opt-in
- A proposal to extend the coverage for the legal partner
- Exception of prescribed medication was raised and discussed: Student care has not advertised it either on their brochure or their website explicitly. UHC does not inform people about it appropriately.
- Renewal Report, Preliminary Draft (briefed out of the report)
 - GSA-AB: Summary of Benefit Changes, 2005 - 2011
 - 2010-11: No benefit changes
 - 2009-10: No benefit changes
 - 2008-09
 - Expand health practitioner coverage to include acupuncturists.
 - Increase coverage for dental fillings to include composite at 50%
 - Increase Health Practitioner benefit to \$500 annual max. (\$30 per visit)
 - 2007-08
 - Add coverage for prescription eye glasses / contact lenses: \$75 per 24 months
 - Increase health practitioner coverage from \$20 per visit to \$30 per visit (\$400 max per category per year)
 - 2006-07
 - Add coverage for eye exams: \$50 per 24 months

- Increase Dental coverage: Diagnostic & Preventative, from 70% to 80% (100% in Network)
- Increase scaling from 2 units to 3 units per policy year
- 2005-06
 - Decrease Dental Annual maximum from \$740 to \$500
 - Decrease Dental: Diagnostic & Preventative, from 80% to 70%
 - Decrease Dental: 2 units of scaling per policy year (from 3)
- During the first five months of the 2010-2011 policy year, there has been an overall combined increase of **10%** in Health (11%) and Dental Claims (9%), with no benefit changes having been introduced in 2010-11.
 - This indicates higher awareness and higher usage of the Plan, in part due to the extra communications initiatives (past 2 years) and the opening of the full-service Student Health & Dental Plan office in 2009.
- Estimate of an increase in the fees up for next year: DFO Sherrie Blake will report on this in her Report to Council
 - Plan cost: Projected claims + Inflation trend + Admin expenses

Comments:

- Renewal analysis report was received from our service provider: Student Care
- Kristin was hoping she could present the stats to our council
- An executive meeting is called to discuss the matter
- What are the possible solutions?
- Follow up meetings with HDPC members to investigate the strategies

U- PASS

U-Pass Admin Committee meeting

Topic	U-Pass Admin Committee meeting	
Date	Feb 17, 2011	8.30 – 10 am
Place	Lower level meeting room - SUB	
GSA reps	Nima Yousefi Moghaddam	VP SS
	Sherrie Blake	DFO
Committee Chair	Martin Coutts	Financial Services
Attendees	Rory Tighe,	VP Student Life SU
	Jane Lee,	Sr. Manager, Student Services, SU
	Norma Rodenburg,	Dean of Students Office
	Wioletta Polanski,	Registrars' Office
	Tom Hidson,	Registrars' Office
	Hallie Brodie,	Manager, InfoLink
	Marsha Amanova,	ONEcard Office
Attachments		

Summary of the key issues:

- Complaints from Students
- Winter 2011 Distribution Update
- Spring/Summer Pass for Graduate Students
 - Opt-out: General forms are available to confirm students on leave
 - This only applies to students who will be away for the majority of the term
 - Any student registered in a course will be assessed the fee. This includes registration in thesis (thesis based students) and short courses (course based students)
 - If someone is graduating (before the half term) and would like to pursue a refund, they should not pick up their stickers. Otherwise they have to pay the full fee, and can use it for the full term.
- Student Union really wants to make it an open opportunity for UG students as well
- SU is asking for sticker distribution at Campus Saint John (CSJ)

Comments:

- GSA proposed a dedicated sticker distribution for graduate students. The idea was deferred to the next meeting

- Should grad students registered in 3 weeks or 1 week courses get assessed for U-pass?
 - **The actual referenda needs to be looked at**

- U-Pass - Grad registration statistics:
 - Thesis-based students registered in Winter 2011:
 - On-campus: 4606
 - Off-campus: 248

 - Course-based students registered in Winter 2011:
 - On-campus: 1827
 - Off-campus: 369

 - Course-based students registered in both Spring/Summer 2010
 - On-campus: 652
 - Off-campus: 73

 - Numbers for Spring 2010 only
 - On campus - reg in up to 1 week-long course only: 0
 - On campus - reg in up to 3 week-long course only: 86
 - On campus - reg in up to 6 week-long course only: 465

PAW

PAW: Meeting with Students' Union and Lawyers

Topic	PAW: Meeting with Students' Union and Lawyers	
Date	Feb 18, 2011	10 - 11 am
	Feb 18, 2011	11.30 am - 1 pm
Place	Triffo Hall	
GSA reps	Sherrie Blake	DOF
	Nima Yousefi	VPSS
	Roy Coulthard	President
Meeting Chair	-	
Attendees	Rodd Thorkelsson	GSA Lawyer from BrownLee
	Nick Dehod (SU)	
	Marc Dumouchel (SU)	
	SU Lawyer	
Attachments		

Summary of the key issues:

- DFO Sherrie Blake will report on this in her report to Council

AEGS FUND

AEGS Fund Review

Topic	AEGS Fund Review: 2nd Meeting	
Date	Feb 23, 2011	2 – 3.30 pm
Place	Triffo Hall	
GSA reps	Nima Yousefi Tamara Korassa	VPSS VPL
Meeting Chair	-	
Attendees	Esther McNairnay Katie Biittner	Councilor Support Staff
Attachments		

Summary of the key issues:

- Past meeting: Review of the child care & lecture grant
- Review of the Emergency bursary
 - What is the max cap?
 - What should it cover?
 - Who manages the applications?
 - Is there any policy in place?
 - Where on campus is providing a similar fund?
 - Is it a bursary or a fund? Should it be taxable?

[This needs to be reviewed before submission to Steve]

GFC-FDC

General Faculties Council – Facility Development Committee

Topic	GFC – FDC 2.30 – 4 pm
Date	Feb 24, 2011
Place	University Hall
GSA reps	Nima Yousefi Moghaddam – VP SS
Committee Chair	Dru Marshall - Deputy Provost Bart Becker - Associate VP F&O
Attendees	Todd Anderson Ben Louie Neil Buddel Elisabeth Le Ellen Bielawski Frank Nargang Douglas Cheung Phil Haswell Ernie Ingles, Bryana Rousselle Jose da Costa Russell Eccles Lisa Given, Lorna Baker-Perri Doug Dawson Colette O’Brien Hugh Warren
Attachments	

Summary of the key issues:

- Re-Purposing of Balmoral Facility to Accommodate Research
- Facility Alteration Requests (FAR) 2011-2012 Approved Project List
- University Infant and Toddler Centre (UITC) Expansion Project
- Projects Update from the Associate Vice-President (Facilities and Operations) (no documents)

General Faculties Council – Facility Development Committee: subcommittee on learning spaces

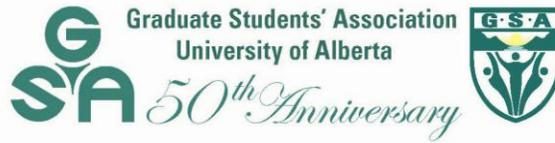
Topic	GFC – FDC: Sub-Committee on Learning Spaces
Date	
Place	University Hall
GSA reps	Vikki Northrup - Graduate Student at-large Nima Yousefi Moghaddam – VP SS
Committee Chair	Dru Marshall - Deputy Provost Bart Becker - Associate VP F&O
Attendees	Todd Anderson Ben Louie Neil Buddel Elisabeth Le Ellen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

Summary of the key issues:

- Comments from the Chair
- Approval of the Minutes of January 27, 2011
- Presentation: Setting the Stage (Including Key Principles) (Lisa Given and Ben Louie)
- Discussion of Emerging Principles and/or Recommendations (Building a Final Report)
- Next Meeting: (A Day in the life of a Student and Capturing the Voices of Staff) Date TBD

Comments:

- Full report will be submitted later



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

- A letter is prepared to be sent out to students, to invited their comments about their idea with regard to a day in life. Please encourage students within your department to participate.

University Health Center: Health Center Advisory Group (HCAG)

Topic	Health Center Advisory Group	
Dates	Feb 3, 2011	8 am
	March 3, 2011	1 pm
Place	2 nd Floor of SUB	
GSA reps	Nima Yousefi Moghaddam	VP SS
	Rachel Murphy	Student - at - large
	Roy Coulthard	President
Committee Chair	Frank Robinson	Dean of Students
Attendees	Norma Rodenburg	Student Affairs Officer
	Dr. Donna Cave	Acting Director, UHC
	Kevin Friese	Assistant Director, UHC
	Nick Dehod	President, SU
	Zach Fentiman	SU
	Jameela Murji	Health Education Team Leader, UHC
Attachments		

Summary of the key issues:

- Additional psychiatrist hired for student counseling center
- SSDC and counseling services renovation
- UHC and Mental health update:
 - Psychologists: Improving manpower
 - 2009/2010: SCS had a total of 7 FTE positions between students and fully registered psychologists
 - Fall 2010: 5 more positions added: total of 12
 - Winter 2011: 4 month contract position to be added for winter term: total 13
 - Fall 2011: 1 more psychologist to be added: total 13.
 - Improving number of clients serviced:
 - Fall semester 2009: 430 students seen for initial consult – afternoon sessions only
 - Fall semester 2010: 582 students seen for initial consult – access time doubled
 - Out of the 582 students seen in fall term for initial consult: 104 students deemed appropriate for treatment but no follow up appointments available.
 - **40 of these were Graduate students, referred to Human Solutions.**
 - 20 referred and accepted by Ed psych program.
 - 44 students still without resources: advised re community resources and told to come back or contact us if situation deteriorated.
 - First December in recent memory where new appointments for ongoing counseling available after initial consultation done

- National college health assessment survey
- Bilingual health services at CSJ
- UHC Patient Satisfaction survey:
 - Survey focused on the interaction with staff and nurses, wait time, overall quality of the visit.
 - 19% Graduate students used the center compared to other stakeholders: UG, NASA, AASUA, Family, Other
 - Huge satisfaction rate was reported: +90%
 - Majority of the comments were made to decrease the wait time and improve the friendliness of staff.
- UHC Director
 - Posting is out
 - Will be looking for representatives from SU and GSA for selection committee
 - Will be looking for Medical and non-medical representative for selection committee
 - Cheryl Luchkow will be coordinating

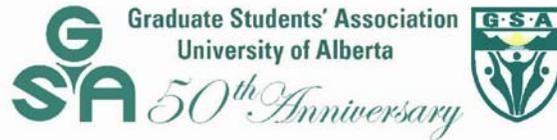
Comments:

- GSA reminded UHC that they cannot turn away grad students because of their access to other services.
- UHC rephrased their comment about turning away grad students by confirming that:
 - All students are seen for an initial consult. Urgent cases will be dealt at SCS
 - Other cases are referred to Human solution
 - Grad students use proportionately more time in SCS than undergrad students
- SCS Initial Consult System
 - At certain times during the day, any student can walk in without an appointment and see a psychologist for 20 mins
 - Psychologist will then categorize the need of the student, those with higher needs for follow up sessions receive them first
 - Some students get secondary access to follow up meetings, but if they cannot be accommodated they are referred to alternate services (both on and off campus)
- SU says they are contributing to the pot of money that is used for counseling; they also have the peer program.
- While UHC is receiving funds from Dean of students, this fund is for all students and not only undergraduate students.

I would be happy to answer questions from Council.

Sincerely,

Nima Yousefi, GSA VPSS



GSA Council
March 14, 2011
Item 4(b).ii

Dear Council Colleagues,

The past couple of weeks have been incredibly busy with the General Election underway. This year we have exactly ten Councillors-at-Large, and many of them will be familiar faces to council. As for Executive Candidates, we have seven candidates for the five positions, with two contested positions: President, and VP Academic.

The GSA website has information on all the candidates making it super easy to be in the know. One new feature we included in the election was making the Election Forum into Youtube videos, as created by Deputy Returning Officer Rheanna Sand and hosted by Speaker Steve Melenchuk. These videos are a fantastic way to learn more about the candidates, and I highly encourage all of you to watch and share them.

I hope you all use this opportunity to keep informed and spread the word about the elections back to your departments and encourage every grad student you know to vote online at www.gsa.ualberta.ca. Polling commences at 8 PM on Thursday March 3, and closes at 8 PM on Thursday March 10.

If you have any questions regarding the election, do not hesitate to email me at cro@gsa.ualberta.ca.

Cheers,

Sarah Barnes

GSA Chief Returning Officer 2010-2011

On 1 March 2011, the Elections and Referenda Committee made the decision to disqualify VP Student Life candidate Azizul Hoque from participating in the 2011 Election as a candidate. ERC found Hoque in violation of the following GSA Bylaws and Policies:

Bylaw Part IX Executive Election, section 4.1:

"Approval of campaign materials is solely the responsibility of the election officers. The nature and distribution of campaign materials shall be as set in the Policy Manual."

Election Policy on Campaign Materials:

"[A]ll materials that candidates wish to post or otherwise distribute must be approved by the CRO. Verbal or written permission may be given at the discretion of the CRO. [...] Posting or distributing material that has not been approved will lead to sanction."

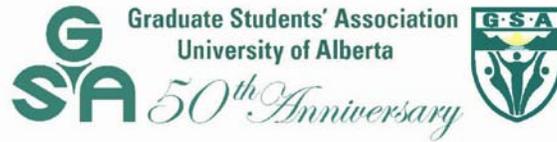
Election Policy on Electronic Campaign Methods:

"Campaign materials designed for electronic distribution must be approved by the CRO.[...] Electronic postings of any material that has not been approved will lead to sanction. "

On 28 February 2011, ERC found Hoque in violation the GSA Election Code when he posted an unapproved Facebook group; ERC provided Hoque with a stern warning and a reminder that all campaign material needed to be pre-approved by the CRO, as well as a request to dismantle the group. Hoque complied with the request.

On March 1st, 2011, the CRO received forwarded emails from two GSA members who had received emails sent out on the ECE listserv, as well as the Computing Science Grad Student mailing list (which is unmoderated, unlike the ECE listserv). The CRO had not approved these messages, and Hoque sent them after the CRO reminded him about the regulations. It was clear to ERC that Hoque knowingly violated GSA Election Bylaws and Policy.

- a) Hoque attended the All Candidates Meeting where the CRO explained the rules about campaigning.
- b) Hoque received a candidate information package which included GSA Elections Policy.



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- c) Hoque signed a waiver stating that he understood that failing to adhere to GSA Elections Bylaw and Policy would result in sanctions, as determined by the CRO.
- d) Hoque was warned previously about his failure to adhere to regulations.

ERC found no reason why Hoque was unable to comply with the regulations, and chose to disqualify him. The CRO notified the candidate of the decision on 1 March 2011.

While it is disappointing that we have one less race, ERC felt that the repeated violations left no other option, short of derelicting our duties as elections officers.

Respectfully,

Sarah Barnes

GSA Chief Returning Officer

GSA BOARD
REPORT TO COUNCIL FOR the March 14, 2011 Meeting

To: Council Colleagues
From: Ellen Schoeck, Executive Director and Coordinator of the GSA Board
Date: March 2, 2011

Dear Council Members,

The GSA Board reports regularly to Council by listing its agenda items and motions/agreements. Motions on agenda approval and approval of the minutes are not included unless there were amendments made.

The President, Vice-Presidents, DFO and I will be happy to answer any questions or provide more information at the Council meeting.

FEBRUARY 9 GSA BOARD – note that the bulk of this meeting was devoted to discussion of meetings attended by members in the past week

ACTION ITEMS

Committee reform

ES invited feedback from chairs on the functionality of their committees. The first 2 committees for review would be Judicial Committee and Governance Committee.

FEBRUARY 16 GSA BOARD

ACTION ITEMS

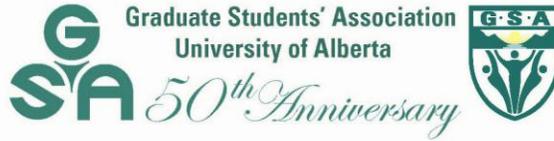
Privacy Policy Draft for Office Operations Manual (OOM)

Members had before them the Privacy Policy Cover Letter and Privacy Policy.

Policies were placed in OOM under delegation from the Board; all such policies were placed on a Board agenda for advice and discussion; any changes made subsequently would be brought to the Board.

ES presented the first draft of the Privacy Policy to Board members in which she followed 3 NGO PIPA templates. TK informed Board members she looked forward to a policy for the Labour Relations Committee.

GSA Committee Agendas and Minutes: Proposed Initial Policy for inclusion in Office Operations Manual (OOM)



FEBRUARY 23 GSA BOARD

This meeting time was devoted to training regarding multicultural workplaces.

MARCH 2 GSA BOARD

Members heard from the CRO in closed session

ACTION ITEMS

GSA Stewardship Program - VPL

Get together with Senate April 14- Senator

Members discussed at length the report from its *ad hoc* Committee to Review and Recommend on the Budget.

Moved AR, seconded TK that the *ad hoc* committee's report be approved with amendments (minor). CARRIED.

Report to Council March 14, 2010

From Negotiations Team/ Committee

It is the role of council to ratify the Memorandum of Settlement between the GSA and the Board of Governors resulting from Collective Agreement negotiations. The proposed settlement reach by the GSA Negotiations Team will come before council at this meeting. This report is to give an overview of the steps the Negotiations Team took and to expand upon the settlement that was agreed too.

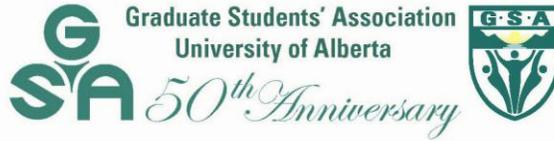
As Council was aware the Negotiation Team (NT) sat down with the University Administration on February 24th. Based up on the response of many councillors and graduate students, the NT developed a strategy to achieve the goals identified by the VP Labour and Negotiations Committee. The NT developed a proposal that would ensure an increase in take-home salary for all academically-employed graduate students (different classes of students have different amounts of take home pay). The NT strategy also ensured that the AEGS Fund and GSAP programs were not neglected. We anticipated signing a one-year agreement.

After some debate, the University presented the NT with options for a one-year agreement with no salary increase and a two-year agreement including salary increases in both years, and an increase to the AEGS programs (PDG, CCS and EB) and an additional subsidy for the GSAP program. The NT considered the counter-offer and agreed upon a compromise position that both parties found acceptable.

Ultimately, academically employed graduate students will experience a 0.5% increase to their total compensation in the 2011-2012 year and a 2.0% increase to their total compensation in the 2012-2013 year. If in the 2012-2013 year tuition increases at a rate above 2.75% either the GSA or the University can elect to reopen the agreement to discuss the total compensation number.

The settlement provides for an additional \$170,000 in continuing base funding to the AEGS Fund for the 2011-2012 year and an additional \$30,000 in the 2012-2013 year. The 2011-2012 year will also bring an additional \$27,000 to the GSAP program which will mean that the GSA will no longer need to use GSA fee revenue to fill the gap as has occurred in the past year. If in 2012-2013 the cost of the GSAP program rises or if enrolment increases, the GSA will be able to use up to \$30,000 from the AEGS fund to cover any deficiency.

The University has also committed to forming a Graduate Student Funding Task Force. This Task Force has the full support of the Provost's office and FGSR to collect data and analyse the specific circumstances within individual departments. The purpose will be to examine what specific issues individual departments face and what possible solutions can be developed for those departments to



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ensure that University funds distributed to graduate students are distributed in an efficient and equitable fashion. This is a very big and exciting commitment.

The NT also secured a commitment to examine education and compliance issues around graduate student employment. Discussion is already underway to determine what is the best way to attack this issue. The Negotiations Committee and Team look forward to proceeding through the Regulations Review Committee to address these issues in as expedient a manner as possible.

The NT and GSA Board are pleased about the settlement that we have reached, and look forward to presenting it to Council. We hope that you find it to be worthy of your support.

Respectfully,

Tamara Korassa, VP Labour

**GSA NOMINATING COMMITTEE
REPORT TO COUNCIL FOR the March 14, 2011 Meeting**

To: Council Colleagues
From: Ellen Schoeck, Executive Director
Date: March 2, 2011

Dear Council Members,

The new NoC has now met three times and also has an active email correspondence as most of our work occurs electronically.

Summaries of our Agendas follow:

Wednesday, February 9, 2011 11:30-12

OPENING ITEMS

- Approval of the Agenda
- Approval of the Minutes (none)
- Comments from the President and Appointment of Vice-Chair
- Comments from the Executive Director: Review terms of reference and membership; ways of communicating/contact information; bank of names
- Workplan
- Draft advertisement
- Register of Committees
- Committee Reform
- Judicial and Governance Committees

REPORTS

- Report on Vacancies filled under emergency powers since establishment of the NC
- Report to Council for February

ACTION ITEMS

- GSA Elections and Referenda Committee – Request from the CRO for two more members
- Graduate Student Vacancies on GFC Committees
- Draft bios and resumes – samples

Report on Vacancies filled under emergency powers since establishment of the NC:

1. Health Promotion Advisory Committee (GSAP Committee) filled by Cecilia Lee (VPSL)
2. New Students Experience Learning Group filled by Katie Biittner (PhD Student)
3. Alcohol Policy Development Working Group filled by Cecilia Lee (VPSL)
4. CLE Subcommittee on Grading and Assessment filled by Andy Rathbone (PhD Student)
5. FDC Subcommittee on Learning Space filled by Vikki Northrup (PhD Student)
6. Sustainability Advisory Committee filled by Monica Chahal (PhD student)

Wednesday, February 16, 2011

ACTION ITEMS

- Animal Care & Use Committee and Ad sent out for Medical Sciences Library Committee.
- GSA Elections and Referenda Committee – Request from the CRO for two more members

FOR INFORMATION

- Report on Vacancies filled under Emergency Powers
- Sample Bio and Application Form

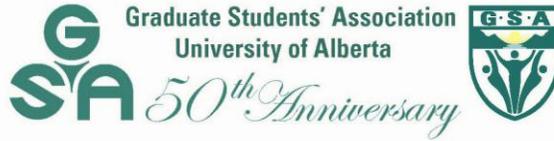
March 2, 2011

- Approval of the Agenda
- Slate of Candidates for Judicial Committee (Vijay in the Chair)
- Comment from Executive Director on Process Issues (Roy in the Chair)
- Comment from Executive Director and Executive Assistant re GFC Committee Vacancies

Slate of Candidates for Judicial Committee

Note that these Council members were selected at random as required by GSA Bylaw:

1. Anthony J. Reardon, Laboratory Medicine and Pathology
2. Cesar Moncada de la Rosa (Pharmacy)
3. Fred Wu (Medical Microbiology Immunology)
4. Jill Ho-You (Art and Design)
5. Lauren Guillette (Psychology)
6. Mayank Rehani (Rehabilitation Medicine)
7. Richard Kanyo (Physiology)
8. Yuki Iwakawa (Secondary Education)



GSA EXECUTIVE DIRECTOR

REPORT TO COUNCIL FOR March 14, 2011

To: Council Colleagues
From: Ellen Schoeck, GSA Executive Director
Date: March 3, 2011

Dear Colleagues,

You have had many long reports from me in the past, but this one is short.

State of the GSA

The GSA is in great shape. There is more rebuilding to do, but the GSA is now functioning at a high level -- quite a change from eight months ago when staff turnover was 100%.

Deep thanks to the current elected team!

As your two managers, Sherrie Blake and I – and the staff – look forward to working with the newly-elected team and continuing this rebuilding.

Office Reorganization

We have made great headway in eliminating from the current four budgeted positions tasks like making coffee and faxing; we have also streamlined innumerable processes. This has freed up approximately a .5FTE to take on some of the new work that we have taken on, including establishment of a filing system, research support, compliance reviews and policy writing, and the new nominating process.

The Board *ad hoc* Committee to Review and Recommend on the GSA Budget

The strategic budget elements recommended by this *ad hoc* committee to the Board – and by the Board to Council – represent a huge leap forward for the GSA. I believe these budget elements will stabilize staff and will provide the GSA with levels of professional staff that will ensure long-term memory and appropriate levels of support for all our activities including negotiations.

I also believe that the Budget Principles and Practices document will give the GSA an excellent set of budget controls.

My reports to the GSA Board are attached.

Best,

Ellen Schoeck, GSA Executive Director

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 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.
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. [...]		

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></p> <p style="text-align: center;"><u>(1.2).</u></p> <p><u>1.2</u> The GSA has the following Council-elected Officers:</p> <p><u>1.3.1 The Speaker;</u></p> <p><u>1.3.2 The Chief Returning Officer;</u></p> <p><u>and</u></p> <p><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>Executives shall be elected annually pursuant to Part IX of 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><u>3.2.1 The Speaker is responsible for presiding over all meetings of GSA Council and General Meetings.</u></p> <p><u>3.2.2 The Chief Returning Officer is responsible for running all GSA elections and referenda.</u></p> <p><u>3.2.3 The Senator is the GSA's representative to the University of Alberta Senate.</u></p> <p><u>3.2.4 Further duties of Council-</u></p>	

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

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

Original	Proposed	Motivation
PART IV GSA BOARD	PART VI GSA BOARD	Clarifications and adjustments in terminology.
1 Membership [...] <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> [...]	1 Membership [...] <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> [...]	
2 Meetings [...] <p>2.2 The GSAB must meet at least biweekly.</p>	2 Meetings [...]	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.
1 Election Period 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	1 Election Period <u>1.1 The timeline for elections shall be set out in the Policy Manual.</u>	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.

GSA Bylaws

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 R20110314.1).

³ Passed by GSA Council on February 14 and March 14, 2010 (R20110214.4 and R20110314.2).

PART II MEMBERS⁴

1 Associate and Honorary Members⁵

- 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 Fees⁶

- 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 Members⁷

- 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 R20110314.1).

⁵ Amended by GSA Council on February 14 and March 14, 2011 (R20110214.3 and R20110314.1).

⁶ Amended by GSA Council on February 14 and March 14, 2011 (R20110214.3 and R20110314.1).

⁷ Amended by GSA Council on February 14 and March 14, 2011 (R20110214.3 and R20110314.1).

PART III GENERAL MEETINGS⁸

1 Annual General Meeting⁹

- 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 Meetings¹⁰

- 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,

⁸ Amended by GSA Council on February 14 and March 14, 2011 (R20110214.3 and R20110314.1).

⁹ Amended by GSA Council on January 17 and February 14, 2011 (R20110117.7 and R20110214.1).

¹⁰ Amended by the Annual General Meeting on March 22, 2010 (R20100322.6).

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 COUNCIL¹¹

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:
 - 3.2.1 A motion of Council at any Council meeting;

¹¹ Amended by GSA Council on February 14 and March 14, 2011 (R20110214.3 and R20110314.1).

- 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 OFFICERS¹²

1 General¹³

- 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 Executives¹⁴

- 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 Officers¹⁵

- 3.1 Election
 - 3.1.1 Unless otherwise specified, Council-elected Officers shall be GSA members.

¹² Amended by GSA Council on February 14 and March 14, 2011 (R20110214.3 and R20110314.1).

¹³ Passed by GSA Council on February 14 and March 14, 2011 (R20110214.3 and R20110314.1).

¹⁴ Passed by GSA Council on February 14 and March 14, 2011 (R20110214.3 and R20110314.1).

¹⁵ Amended by GSA Council on February 14 and March 14, 2011 (R20110214.3 and R20110314.1).

- 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 BOARD¹⁶

1 Membership¹⁷

- 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 Meetings¹⁸

- 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 Mandate¹⁹

- 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.

¹⁶ Passed by the Extraordinary General Meeting on January 11, 2010 (20100111.4).

¹⁷ Amended by GSA Council on October 18 and November 15, 2010 (R20101018.1 and R20101115.1).

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

¹⁹ Amended by GSA Council on February 14 and March 14, 2011 (R20110214.3 and R20110314.1).

PART VII JUDICIAL COMMITTEE²⁰

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.

²⁰ Amended by GSA Council on February 14 and March 14, 2011 (R20110214.3 and R20110314.1).

PART VIII STANDING COMMITTEES²¹

1 General²²

- 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.

²¹ Amended by the Extraordinary General Meeting on January 11, 2010 (R20100111.5).

²² 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 committees²³
- 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 Committee²⁴

- 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

²³ Amended by GSA Council on July 19 and August 16, 2010 (R20100719.1).

²⁴ Passed at the Extraordinary General Meeting on January 11, 2010 (R20100111.5).

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 and Finance Committee²⁵

3.1 Composition

3.1.1 The Budget and 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 Committee²⁶

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 Committee²⁷

²⁵ Passed by GSA Council on May 17 and 26, 2010 (R20100517.1).

²⁶ Passed at the Extraordinary General Meeting on January 11, 2010 (R20100111.5).

²⁷ Passed at the Extraordinary General Meeting on January 11, 2010 (R20100111.5).

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.
- 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 Committee²⁸

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.

²⁸ Passed at the Extraordinary General Meeting on January 11, 2010 (R20100111.5).

- 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 Committee²⁹

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 Committee³⁰

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.

²⁹ Passed at the Extraordinary General Meeting on January 11, 2010 (R20100111.5).

³⁰ Passed at the Extraordinary General Meeting on January 11, 2010 (R20100111.5).

- 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 Committee³¹

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 Committee³²

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.

³¹ Amended by GSA Council on November 15 and December 13, 2010 (R20101115.6 and R20101213.5).

³² Amended by the Extraordinary General Meeting on January 11, 2010 (R20100111.5).

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 Committee³³

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 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.

³³ Passed by GSA Council on November 15 and December 13, 2010 (R20101115.5 and R20101213.2).

PART IX CAUCUSES³⁴

1 General³⁵

- 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 Caucus³⁶

- 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 Caucus³⁷

- 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.

³⁴ Passed by GSA Council on February 14 and March 14, 2011 (R20110214.3 and R20110314.1).

³⁵ Passed by GSA Council on July 19 and August 16, 2010 (R20100719.1).

³⁶ Passed by the Annual General Meeting on March 22, 2010 (R20100322.5).

³⁷ Passed by the Annual General Meeting on March 22, 2010 (R20100322.5).

- 3.1.4 All students appointed to FGSR Council are members of the FGSR Caucus.
- 3.2 Mandate
 - 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 Caucus³⁸**
 - 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.

³⁸ Passed by the Annual General Meeting on March 22, 2010 (R20100322.5).

PART X CONDUCT OF REPRESENTATIVES³⁹

1 Applicability of Bylaws⁴⁰

- 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 Representatives on University Governing Bodies and Committees.

2 Performance of Officers and Councillors⁴¹

- 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 Members⁴²

- 3.1 Responsibilities of Committee Members

³⁹ Amended by GSA Council on February 14 and March 14, 2011 (R20110214.3 and R20110314.1).

⁴⁰ Amended by GSA Council on February 14 and March 14, 2011 (R20110214.3 and R20110314.1).

⁴¹ Amended by GSA Council on February 14 and March 14, 2011 (R20110214.3 and R20110314.1).

⁴² Amended by GSA Council on September 10 and October 15, 2007 (R20070910.3 and R20071015.2).

- 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 Committees⁴³

- 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;

⁴³ Amended by GSA Council on February 14 and March 14, 2011 (R20110214.3 and R20110314.1).

- 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 Interest⁴⁴

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

⁴⁴ Passed by GSA Council on March 10 and April 14, 2008 (R20080310.1 and R20080414.2).

- 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.

PART XI ELECTIONS⁴⁵

1 Election Period⁴⁶

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

2 Nominations⁴⁷

- 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 Voting⁴⁸

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

4 Conflict of Interest⁴⁹

- 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-Elections⁵⁰

- 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*

⁴⁵ Amended by GSA Council on February 14 and March 14, 2011 (R20110214.3 and R20110314.1).

⁴⁶ Amended by GSA Council on February 14 and March 14, 2011 (R20110214.3 and R20110314.1).

⁴⁷ Amended by GSA Council on February 14 and March 14, 2011 (R20110214.3 and R20110314.1).

⁴⁸ Amended by GSA Council on December 14, 2009 and January 18, 2010 (R20091214.2).

⁴⁹ Amended by GSA Council on February 14 and March 14, 2011 (R20110214.3 and R20110314.1).

⁵⁰ 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.

DRAFT

PART XII REFERENDA⁵¹

1 Referendum Question⁵²

- 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 Period⁵³

- 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 Campaigning⁵⁴

- 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.

⁵¹ Passed by GSA Council on November 3 and December 8, 2003 (R20031103.3 and R20031208.1).

⁵² Passed by GSA Council on March 10 and April 14, 2008 (R20080310.1 and R20080414.2).

⁵³ Passed by GSA Council on March 10 and April 14, 2008 (R20080310.1 and R20080414.2).

⁵⁴ Passed by GSA Council on March 10 and April 14, 2008 (R20080310.1 and R20080414.2).

PART XIII FINANCES⁵⁵

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 Fund⁵⁶

- 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.

⁵⁵ Passed by GSA Council on January 17 and February 14, 2011 (R20110117.7 and R20110214.1).

⁵⁶ Passed by GSA Council on July 16, 2001 (R20010716.2).

- 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.
- 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 and Dental Plan Reserve Fund⁵⁷

- 5.1 Definitions
 - 5.1.1 For the purposes of this bylaw, the Health and 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; or
 - 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

⁵⁷ Passed by GSA Council on July 14 and September 8, 2008 (R20080714.1 and R20080908.1).

- 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 and Dental Plan Committee must provide information regarding the proposed use of HDPRF to the Budget and Finance Committee. Information provided must include the anticipated amounts to be drawn down from the HDPRF.
 - 5.4.4 The Budget and 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 and 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 and Finance Committee finds that the proposal is financially unsound, it will report its findings to the Health and 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 GROUPS⁵⁸

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;

⁵⁸ 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 PLAN⁵⁹

1 Definitions⁶⁰

- 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 Availability⁶¹

- 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 Premiums⁶²

- 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 provisions⁶³

- 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.

⁵⁹ Amended by GSA Council on June 13 and July 11, 2005 (R20050613.1 and R20050711.1).

⁶⁰ Amended by GSA Council on September 11 and October 16, 2006 (R20060814.3 and R20061016.1).

⁶¹ Amended by GSA Council on September 11 and October 16, 2006 (R20060814.3 and R20061016.1).

⁶² Amended by GSA Council on September 11 and October 16, 2006 (R20060814.3 and R20061016.1).

⁶³ Amended by GSA Council on September 11 and October 16, 2006 (R20060814.3 and R20061016.1).

- 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 provisions⁶⁴

- 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 no more than the premium for an individual graduate student.

7 Oversight by GSA Health and Dental Plan Committee⁶⁵

- 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 Premiums⁶⁶

- 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 Plan Committee.
- 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.

⁶⁴ Amended by GSA Council on September 11 and October 16, 2006 (R20060814.3 and R20061016.1).

⁶⁵ Amended by GSA Council on September 11 and October 16, 2006 (R20060814.3 and R20061016.1).

⁶⁶ Amended by GSA Council on September 11 and October 16, 2006 (R20060814.3 and R20061016.1).

Board Policy Manual

Preamble

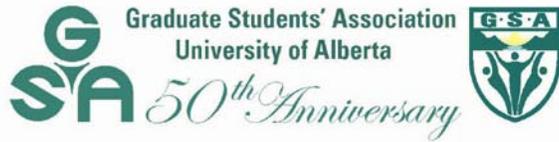
On December 1, 2010, the GSA Board approved the creation of a Board Policy Manual to guide Board operations. As part of the general restructuring of the GSA's operations and approach to policy, it is desirable to give official weight to this document and outline what the contents of that document should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



Officer Portfolios

Preamble

With the restructuring of GSA bylaws currently in progress, several specific duties of Council-elected officer positions are being removed from Bylaw with the intent of placing them in the Policy Manual. This proposal makes good on that intention.

Proposal

BIRT Council rename the President and Vice President Portfolios policy to Officer Portfolios, and replace instances of “President and Vice Presidents” therein with “Officers”.

BIFRT Council pass new sections of the Officer Portfolios policy as follows.

Officer Portfolios

Purpose: To outline the duties and qualifications for the Officer positions.

Scope: This policy sets out Council's expectations for all Officers.

Related Policies & Bylaws	Bylaw Part V
Related Forms	

[...]

7. Speaker

1. Duties

- a. The Speaker is responsible for presiding over meetings of Council in accordance with the Standing Orders of Council.
- b. The Speaker shall prepare the agenda package for all meetings of Council.
- c. The Speaker is ultimately responsible for review of the minutes of meetings of Council prior to their being distributed to Council for approval.
- d. The Speaker is responsible for tracking attendance at meetings of Council.
- e. The Speaker holds the official copies of the GSA's governing documents and is responsible for ensuring that up-to-date copies thereof are available to members.
- f. The position of Speaker averages 20 hours per week.

2. Restrictions

- a. The Speaker may not act in any other representative position for the GSA except as provided for in Bylaw.

3. Qualifications

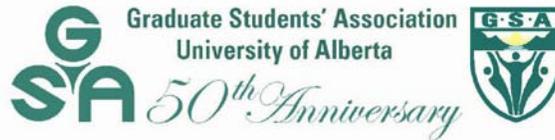
- a. The Speaker must have a good working knowledge of the GSA, its structure, and its governing documents.

8. Chief Returning Officer

1. Duties

- a. The CRO is responsible for administration of GSA elections, by-elections, and referenda pursuant to the Elections and Referenda policy.
- b. The CRO is responsible for monitoring candidate activities and is authorised to discipline candidates for violations of election policy as provided for in the Elections policy.
- c. The CRO is responsible for chairing the Elections and Referenda Committee.

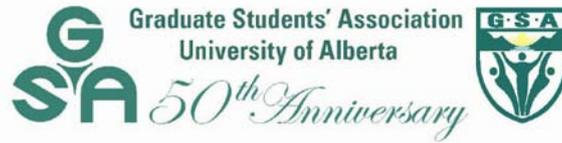
2. Restrictions



- a. The CRO may not act in any other representative position for the GSA except as provided for in Bylaw.
- b. The CRO is prohibited from participating in election or referenda campaigning.
3. Qualifications
 - a. The CRO should ideally have previous experience with administration of student elections.

9. Senator

1. Duties
 - a. The Senator acts as the GSA's representative to the University of Alberta Senate.
2. Qualifications
 - a. The Senator should have prior experience acting as a representative for the GSA and/or as a liaison with bodies external to the University.



Elections and Referenda Policy

Preamble

The current elections policy is currently poorly structured, difficult to read, and self-contradictory. This proposal starts from scratch and creates an easily understandable elections and referenda policy will be significantly easier to implement and enforce.

Proposal

BIRT Council rescind the Elections policy in its entirety and pass the Elections and Referenda Policy as follows.

Elections and Referenda

Purpose: To outline policies and procedures related to GSA elections.

Scope: This policy governs the operation of GSA elections and the expected conduct of candidates therein.

Related Policies & Bylaws	Bylaw Part XI Elections Bylaw Part XII Referenda
Related Forms	

1. General

1. The fundamental principle underlying GSA elections is that they are to be fair and respect the wishes of voters.

2. Timeline

1. Except as specified below, the timeline of elections and referenda is at the discretion of the Chief Returning Officer.
2. Elections consist of a nomination period, a campaign period, and a polling period.
3. Nominations for the General Election shall open no later than the close of the January meeting of Council.
4. The nomination period shall last no less than fourteen calendar days.
5. No later than 24 hours after the close of the nomination period, the CRO shall hold the Candidates' Meeting as described in Section 3 of this policy.
6. The campaign period shall last no less than seven calendar days and shall begin no later than the day following the Candidates' Meeting.
7. Polling shall begin on the business day following the last day of the campaign period and shall last no less than 48 hours.
8. Polling must be complete in time for election results to be reported to the April regular meeting of Council.

3. Candidates' Meeting

1. The CRO is responsible for organising a meeting of all candidates running in an election to provide them with an overview of election regulations.
2. Failure by a candidate to attend the Candidates' Meeting without adequate prior notification to the CRO is grounds for disqualification from the current election.

4. Campaigning

1. Election campaigning shall only take place during the campaign period.
2. Candidates are authorised to spend up to \$150 on campaign material over the course of the election.
3. Candidates shall report all campaign-related expenses, with receipts, to the CRO no later than the close of the campaign period.

4. Exceeding the spending limit in 4.2 or failure to report campaign expenses as in 4.3 constitute grounds for disqualification from the current election.
5. All campaign materials, including but not limited to posters, websites, e-mails to mailing lists, or other printed or electronic material are subject to prior approval by the CRO prior to their distribution.
 - a. Use of unmoderated mailing lists, including but not limited to departmental mailing lists, for campaigning is strictly prohibited.

5. Polling

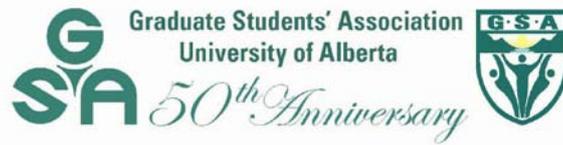
1. All election polling shall be conducted electronically, except in the event of a failure of the electronic system in use.
2. Candidates shall be displayed in random order on a per-ballot basis.
3. "None of the Above" shall be considered a candidate for the purpose of an elections ballot, and shall always be displayed last on the ballot.
4. On ballots, voters shall rank candidates numerically, and may rank any number of candidates (including zero).
5. Ballots shall be counted according to the following procedure:
 - a. The number of first-place votes for each candidate shall be counted.
 - b. The candidate with the lowest number of first-place votes shall be eliminated from the election. Where there is a tie for the lowest number, if one of the tied candidates had a lesser number of votes in a previous voting round, that candidate shall be eliminated; otherwise the candidate to be eliminated shall be decided at random.
 - c. Ballots for an eliminated candidate shall have the subsequent ranks on the ballot increased by one, i.e. second place ranking becomes first place ranking, third place ranking becomes second place ranking, etc.
 - d. The above steps shall be repeated until the number of candidates remaining is equal to the number of positions available.
 - e. The candidates remaining shall be considered the winners, except in the case where None of the Above has received more votes than other candidates, in which case only those candidates receiving more votes than None of the Above shall be considered the winners.

6. Results

1. Upon initial completion of the ballot counting process, the CRO shall distribute the unofficial results as soon as possible.
2. The CRO shall formally approve of the results of the election no less than one week after the close of polling.
3. Upon approval by the CRO, the unofficial results become official and all ballots are to be destroyed as soon as reasonably possible.

7. Discipline

1. The CRO is authorised to discipline election candidates for violations of elections-related rules and regulations; specifically, the CRO may impose the following sanctions:



GSA Council
March 14, 2011
Item 8(b).iv

- a. Verbal or written reprimands;
 - b. Fines and/or reduction of spending limits; and
 - c. Disqualification from the current election.
2. Disciplinary decisions of the CRO are subject to appeal to the Judicial Committee.

MEMORANDUM OF SETTLEMENT – September 1, 2011 to August 31, 2013

Between:

**THE GRADUATE STUDENTS' ASSOCIATION OF
THE UNIVERSITY OF ALBERTA**

(“GSA”)

- and -

**THE GOVERNORS OF
THE UNIVERSITY OF ALBERTA**

(“University”)

WHEREAS:

The parties have conducted negotiations for revision of the collective agreement, namely:

- *Regulations Governing Academic Employment of Graduate Students (AEGS)*

THEREFORE the parties agree to recommend and refer the following terms of settlement to the Board of Governors and to the GSA for ratification:

1. The term of the Memorandum will be for a two-year period (September 1, 2011 to August 31, 2013) subject to renegotiation in accordance with clause 6 of this Memorandum.
2. The University will provide \$170,000 of base funding in 2011-2012 and \$30,000 of base funding in 2012-13 for the AEGS Bursary Program and the AEGS Child Care Subsidy Program which are administered by the GSA; to bring the total allocation to these two programs to \$484,000 per annum in 2011-12 and \$514,000 per annum in 2012-13.
3. The University will provide \$27,000 of base funding to subsidize the AEGS Student and Family Assistance Program (GSAP) to bring the total allocation to this program to \$84,000 per annum.
4. In the event that the GSAP costs the GSA more than \$84,000 per annum, the GSA may reallocate a maximum of \$30,000 from the AEGS Bursary Program such that the total GSAP allocation does not exceed \$114,000.
5. The total compensation increase for Graduate Students covered by this Memorandum will be equivalent to:
 - 5.1 0.50% effective September 1, 2011
 - 5.2 2.00% effective September 1, 2012

6. In the event that the tuition increase for Graduate Students is greater than 2.75% in the 2012-2013 academic year, either party may elect to open the Memorandum for the purpose of renegotiating the total compensation increase.

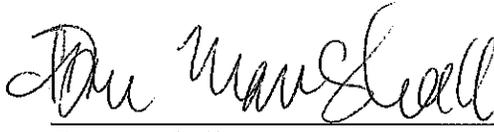
DATED at the City of Edmonton, in the Province of Alberta, this 25 day of February, 2011.



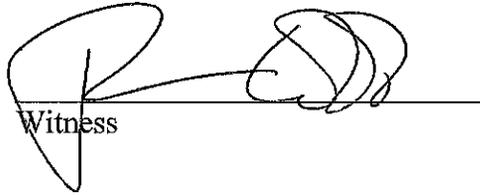
Tamara Korassa
Vice-President (Labour), GSA



Witness



Dru Marshall
Chief Negotiator, Board of Governors
and Deputy Provost



Witness

Carl G Amrhein
Provost and Vice-President (Academic)

Witness

TO: Council Colleagues

FROM: President Roy Coulthard, on behalf of BFC

DATE: 6 March 2011

RE: Proposed 2011-2012 GSA Budget (BFC Report)

I am pleased to bring forward the proposed 2011-2012 GSA Budget for Council's consideration. The following material will serve as motivation for the Budget motions.

BACKGROUND

The GSA budget has not been reviewed in many years from either a strategic or realistic point of view. Executive Director Ellen Schoeck met with Chancellor and Board Chair Emeritus in 2010 to seek advice on both the structure and content of the GSA budget.

The main observations from these consultations were that (1) staff and management positions were not benchmarked to the market and were underpaid; (2) benefits packages were inadequate to attract and retain staff and management; (3) the operating budget should contain only unrestricted funds; (4) long term planning is not robust enough; (5) a long-term capital plan is needed; (6) a contingency and investment plan is needed.

These observations came at a point where most staff had resigned and where the lines between management and elected officials were blurred. Detail on the state of the GSA is set out in reports to Council from the ED.

The **unanimous** recommendations of the Board *ad hoc* Budget Committee, supported **unanimously** by the Board and BFC, take into account many of the circumstances of the past several years, which are briefly reviewed below:

1997: *GSA (ca. 4000 members) is nearly bankrupt, sells Power Plant bar to stay afloat*

2006: *GSA Negotiations Team secures \$190,000.00 of base funding from University for needs-based bursary program*

2006: *GSA Staff join NASA, GSA is required to hire a professional manager*

2009: *GSA Negotiations Team secures \$371,000.00 of base funding from University for AEGS bursary program and GSAP, expands existing programs*

2010: *GSA (ca. 8000 members) hires Consultant Ellen Schoeck to review the organization, recommends budget review, amongst other things*

2011: *GSA Negotiations Team secures \$568,000.00 of base funding from University for AEGS bursary program and GSAP, increasing to \$598,000.00 in 2011-2012*

2011: *GSA is one of the largest in the country with a consolidated budget over \$1.6 million dollars, and one of only four that act as their own Union.*

With the tremendous growth of the GSA over the past 15 years, and in particular over the past 5 years, the needs of the organization have changed drastically. The GSA can no longer be a student-run organization based upon the part-time efforts of elected officials only. With growth have come internal pressures from members to provide more and better service, and external pressures from the University and external community to represent graduate students' needs at more and more boards, committees and other forums. Indeed, the positions of our elected officials are now nearly full time, or more than full time work, and that is independent of the GSA's day-to-day operations.

With the growth of our membership and the expectations that have come along with it, the GSA's staffing needs have risen steeply. The GSA has legally binding responsibilities to our staff, and to the University. We require professional, experienced staff to perform the day-to-day operations of the organization and to administer the nearly \$600,000.00 of University money the GSA distributes annually. We require professional managers to support and maintain the needs of the organization, ensure compliance with relevant contracts and Canadian and Alberta law, and to ensure institutional memory from year to year as elected officials move on.

The proposed budget before you represents the **unanimous recommendation of the GSA Board *ad hoc* Budget Committee, the GSA Board, and BFC**. The measures contained within the budget balance the ongoing requirements of the organization with the need to provide value for students' fees. We have done so in a responsible manner in order to protect a budget contingency for a rainy day, as well as to invest surplus revenues accumulated over the past several years in initiatives that will benefit our members. **We have also secured \$25,000 in additional funding from the Provost's office as a contribution towards student group and lecture grants.**

It gives me great pleasure to bring forward what I feel is a transformative budget that will enable the success of the GSA for years to come. I am very proud of the work done by the *ad hoc* Budget Committee, the Board and BFC, ably assisted by Ellen Schoeck, Executive Director; Sherrie Blake, Director of Finance and Operations; Mindy Pitre, GSA Researcher; and Jo Chan, Executive Assistant. I look forward to discussing our work with Council.

Warm regards,

Roy Coulthard, President

Budget components considered by the GSA Board *ad hoc* Budget Committee:

- Hard funding to immediately bring staff positions to pay levels comparable to the benchmarks provided by NASA;
- Benchmarking of Director, Finance and Operations through HR
- Full-time Director of Finance and Operations position
- Hard funding for both management positions;
- Benchmarking of ED position;
- Budgeting for merit increments;
- Budgeting for part-time labour negotiator;
- Provision for parental leave;

- A pension plan portable from the U of A to the GSA or an RRSP contribution plan similar to the SU's (in touch with HR);
- Addition of items common in the market: professional development \$\$; PEA; dental/health; OneCard for gym access; sick days; vacation days (HR will help identify);
- Higher pay or honorarium for President (recommendation from ED and DFO, supported by *ad hoc* Budget Committee).

GRADUATE STUDENTS' ASSOCIATION
Summary of Strategic Budget
Final Version 3

Strategic Budget Addition	Current Budget	PROPOSED BUDGET	Notes
Revenue Enhancement			Increase Deweys Rev/ PAW business revenue, fundraising , i.e.. not for profit status
Raise NASA staff positions to minimum grades as benchmarked by NASA- 4 pos	135014	199656	Positions benchmarked in 2010. Some interim adjustments were made in 2010 to retain staff. Positions still evolving and will need re-benchmarking. It is essential that the GSA is a fair employer in terms of pay and benefits. It is essential that GSA attract and retain excellent staff. One major effort this past nine months has been to eliminate routine tasks of the former Receptionist position (faxing, photocopying, handling cash, making coffee) so that the position focused on solving graduate students' problems at the front desk, by telephone and by email. Also, this position can do research. The changes made have freed up approx. .5 FTE . We have also reduced the amount of graphic work and contracted it out allowing for a more variable skill set in the Communication Assistant position: for instance, the current incumbent is able to provide complete backup for grant adjudication and the front desk and has become the main staff support for events, the newsletter and the GSA bulletins.
Position 5-Comp Analyst	14289	35000	CA position currently budgeted for 10 hrs but actual hours have been higher. The recent incumbent (Greg Gibeau) recommends 25 hours as realistic. The mix of duties for this position will change if we convert to Gmail and move to web based application for AEGS grant funds.
1 - .5 FTE positions Researcher	18720	22500	Current budget is for .5 Researcher (NASA position). This position could conceivably be combined with other part- time positions.
1- Operations & Governance Planner	0	22500	An additional .5 FTE "researcher" type position is proposed. This position plus the already budgeted .5 FTE would provide a range of support for strategic initiatives in both the operations and governance areas. Examples include research and support for negotiations, student group initiatives, the new graduate student funding and supervisory committees, roll out of the CIP and academic plan, GSA committee restructuring and external relations. The need for this position could be reviewed in 2012.
Bookkeeper	8825	15000	Not budgeted for in 2010 but NASA agreement is 10 hours - rate benchmarked in 2010.
HR Strategic Initiatives Fund	0	50000	In the each of the past nine months there have been unexpected HR expenditures, including sick leave and overtime. There is also a need for short-term casual (i.e. non NASA) help and for occasional consultants. Examples include: interviewed an expert in planning physical activity centres to advise on the PAW project but could not afford the rate; we may need more than 10 hours for the proposed labour professional; we may need specialized support for the Labour Liaison program that LRC is drafting; if we decide on a web-based program for distribution of AEGS funds, the estimate is that we will need short-term help for 2-3 months to design the program; the CLE subcommittee on learning spaces has detailed research proposals from the SU regarding the kinds of spaces they want and the GSA does not have the capacity to do the same kind of research; there are many boxes of documents from 2009/10 still to be filed; we need a budget risk plan similar to the University's; a fundraising plan could bring in a new revenue stream; we have so many new committees we have been asked to serve on that both graduate students who are in the Front Desk positions have attended meetings on delegation from one of the VP's (who were double booked); only one staff member out of six positions has taken a vacation in the past nine months. Finally, we will need infrastructure to administer an RRSP plan.
Benchmark F/T Director Finance & Operations	33000	75000	This was a part- time position in early 2010. Council voted additional funding to make this full time in late 2010. The salary was benchmarked by HR at \$55000-\$75000. Making this position full time brings the management staff to 2 FTE and the estimate is that we are still short at least a .5 FTE. Both current Directors are working significant overtime. For 2011-12 we will try to address this through some creative hiring/combinations of currently budgeted positions.
Executive Director	55000	110000	Special funding voted by Council to increase the salary to 110,000 with knowledge that the Calgary ED salary and benefits is \$115 K. SU Managers under GM start @ 90K: Incumbent to write JD for submission to UofA HR dept but position duties are too unsettled - summary duties in incumbent contract for ED were benchmarked at 94,000.
Budgeting for all staff merit increments	0	20000	Mgt per contract - Staff per NASA : Never needed in the past because previous staff did not stay long enough to earn merit increases.
P/T labour professional	0	35000	The need for this position was first raised in the July 2010 Consultant report and is supported by the LRC. The GSA has a fiduciary duty to fully represent its member and this can be done only when there is a professional who can provide expert advice and institutional memory in a manner similar to what the other side of the bargaining table currently has. In addition, the labour problems we are presented with are incredibly complex and often involve both the CA and Tri-Council policy. Annual turnover of elected VPL makes it impossible to develop institutional memory both with respect to labour problems as well as in negotiations. The initial proposal for this position is very conservative at 10 hrs per week. The HR flexibility fund could be used to augment this position if needed for 2011/12.
Parental Leave	0	2500	Propose use surplus to create a \$10000 fund and replenish as necessary; NASA says 50% pay for 4 months- use may be high given staff demographic.
RRSP for staff	0	10000	Implement in 2011/2012 with 3 year vesting ; bank administered. The proposed budget is recommended by Human Resources as a minimum.
RRSP per mgt	0	10000	The proposed budget of 5000 per contract is necessary to assist in attracting and retaining managers. The budget is recommended by HR as a minimum=m and assumes that managers either already have some form of pension or have a partner with a normal pension plan.
Professional Exp Allow	0	2000	Per contract1000 each ED and DFO- normal element of mgt contracts.
Higher Pay or honorarium for Pres	0	7200	Work hours for elected officials have been clocked: President is working full time at an average of 40 hours per week vs. 30 hrs for VPs: recommendation by ED and DFO to increase pay by \$600 per month. SU executives earn \$33000K
Vacation Payout	0	7000	2 wks ED , 2 wks DFO- Contractual obligation.
Total	264848	623356	
Operating Budget Balance		375045	
Total Operating Exp		998401	

GSA Budget 2010/11

A	B	C	E
1	Proposed Operating Budget		
2	2011 2012		
3			
4	GSA Budget 2010 2011	2011 2012	Comments
5		BUDGET	
6	REVENUE		
7	FEES REVENUE		
8	GSA Fees Revenue		
9	GSA Base Fees	770,870.00	5600 FT @ 98.20
10			3000 PT @ 73.65
11	TOTAL FEES REVENUE	770,870.00	
12			
13	INVESTMENT REVENUE		
14	c. Endowment Fund	10,000.00	5 yr average
15	d. Interest Revenue	6,500.00	<i>low estimate</i>
16	e. HDP Interest revenue	1,000.00	
17	TOTAL INVESTMENT REVENUE	17,500.00	
18			
19	OTHER REVENUE		
20	f. Miscellaneous Revenue	0.00	Deweys
21	TOTAL OTHER REVENUE	0.00	
22			
23	TOTAL REVENUE	788,370.00	
24			
25	EXPENSES		
26	OFFICE ADMINISTRATION		
27	Telephone & Cable	5,500.00	
28	Postage	500.00	
29	Office Supplies and Equipment	2,700.00	
30	Repair and Maintenance	800.00	inc equipment,lights etc.
31	Computer Repair and Maintenance	1,000.00	
32	Printing (outside printing only)	750.00	
33	Photocopier Lease (Office)	3,360.00	
34	Photocopier Meter (Office)	1,700.00	
35	Photocopier Paper (Office)	750.00	
36	Printing (outside printing only)	1,200.00	
37	Insurance	1,400.00	
38	Miscellaneous Office	1,500.00	
39	TOTAL OFFICE ADMINISTRATION	21,160.00	
40			
41	PROFESSIONAL & CONSULTING Fees		
42	Financial Auditing	8,500.00	
43	Consultants	10,000.00	
44	Legal Fees	30,000.00	
45	TOTAL PROFESSIONAL & CONSULTING FEES	48,500.00	
46			
47	HUMAN RESOURCES		
48	Staff Salaries		
49	NASA staff	284,142.00	all positions benchmarked by NASA
50	Labour Professional	35,000.00	approx 12 hrs @ \$60 per hr- NASA
51	Total Staff Salaries	319,142.00	
52			
53	Management		
54	Executive Director	110,000.00	CONTRACT
55	Director Finance & Operations	75,000.00	CONTRACT
56	Total Management	185,000.00	
57			
58	HR Benefits & Deductions		
59	a. Staff E.I. Expense	9,759.00	
60	b. Staff C.P.P. Expense	19,258.00	
61	c. GSA Health & Dental Plan	3,000.00	
62	d. Staff appreciation and other	2,100.00	
63	Total HR Benefits & Deductions	34,117.00	
64			
65	HR Expenses Other		
66	Staff and MGT Merit Increases	20,000.00	contract obligation
67	Parental Leave	2,500.00	NASA obligation
68	RRSP - staff	10,000.00	see strat budget notes
69	RRSP- Mgt	10,000.00	contract obligation
70	Professional Expense Allowance	2,200.00	contract obligation
71	Parking	2,000.00	contract obligation
72	Vacation Payout	7,000.00	contract obligation
73	Total HR Expenses Other	53,700.00	
74	HR Strategic Initiatives Fund	50,000.00	see strategic budget notes
75	TOTAL HUMAN RESOURCES	641,959.00	

GSA Budget 2010/11

A	B	C	E
4	GSA Budget 2010 2011	2011 2012	Comments
5		BUDGET	
76			
77	GOVERNANCE		
78	Elected Officials Stipends	115,200.00	4 @ 28800
79	President Stipend	36,000.00	1 @ 36000
80	Total Stipends	151,200.00	
81			
82	Elected Officials Benefits & Deductions		
83	a. Employment Insurance	3,768.00	2871 + 897
84	b. Canada Pension Plan	7,484.00	5702 +1782
85	c. Appreciation	500.00	
86	d. GSA Health & Dental Plan	1,890.00	378 each
87	e. Insurance	1,300.00	
88	f. U-Pass	1,020.00	
89	Total Executive Benefits & Deductions	15,962.00	
90			
91	Executive Other		
92	Transition	1,500.00	
93	Executive Expenses Discretionary	1,500.00	250 each VP/ 500 Pres
94	Committee Expenses	5,000.00	food for meal time mtgs
95	Total Executive Other	8,000.00	
96			
97	Council Expenses		
98	Remuneration	2,500.00	
99	Food	2,000.00	
100	Council Speaker Honorarium	2,100.00	per meeting \$ 150
101	Council Security	2,200.00	
102	Elections Expenses	1,000.00	
103	CRO Honorarium	1,000.00	
104	Total Council Expenses	10,800.00	
105			
106	TOTAL GOVERNANCE	185,962.00	
107			
108	ADVOCACY		
109	Government & External Relations	1,000.00	
110	University Relations	1,000.00	
111	Research & Data Collection	500.00	
112	TOTAL ADVOCACY	2,500.00	
113			
114	SERVICE EXPENSES		
115			
116	GRANTS & SUBSIDIES EXPENSES		
117	Lecture Grants (current year)	18,000.00	
118	Student Group Funding Grants	2,500.00	
119	Academic Workshop Subsidies	7,500.00	
120	External Grants & Sponsorship	1,000.00	
121	TOTAL GRANTS EXPENSES	29,000.00	
122			
123	EVENTS		ALL REVENUE IN THIS CATEGORY IS FUND RAISED
124	Fall Orientation Revenue	(5,000.00)	
125	Fall Orientation Expense	5,000.00	
126	Handbook Revenue	12,000.00	
127	Handbook Expense	(12,000.00)	
128	Winter Orientation Revenue	(1,000.00)	
129	Winter Orientation Expense	1,000.00	
130	Awards Night Revenue	(7,000.00)	
131	Awards Night Expense	7,000.00	
132	TOTAL EVENT EXPENSES	0.00	
133			
134	OTHER SERVICES		
135	Coffee	2,000.00	
136	Subscriptions	500.00	
137	Food Bank	9,000.00	
138	Photocopier Revenue	(5,000.00)	
139	Photocopier Lease (Lounge)	6,720.00	
140	Photocopier Meter (Lounge)	1,600.00	
141	Photocopier Paper (Lounge)	1,000.00	
142	TOTAL OTHER SERVICES	15,820.00	
143	TOTAL SERVICES EXPENSES	44,820.00	
144			
145	MISCELLANEOUS EXPENSES		
146	GSA Advertising & Promotion	2,500.00	
147	AGC fees	17,000.00	2.00 per student above collected fee
148	Other	5,000.00	
149	TOTAL MISCELLANEOUS EXPENSES	24,500.00	
150			
151	TOTAL EXPENSES	998,401.00	
152	Net Revenue/Expense	(210,031.00)	

GRADUATE STUDENTS ASSOCIATION			
Statement of Investments			
28-Feb-11			
GSA Unrestricted Funds		Restricted Funds	
Savings (in cashable inv)	255925	Health and Dental Plan Reserve Fund	146776
Savings (in cashable inv)	120913		
Savings (in cashable inv)	300000	Unitized Endowment Fund	251021
	676838	Legal Defense/Social Space	115890
Less Expected 2010/2011 deficit	-115000		
Net Accessible Funds	561838	Total Restricted	513687
4 months operating	-250000		
Net Accessible Funds	311838		

with proposed budget 2011/12 #

GSA Budget Recommended Fee and Funding Scenarios

GSAB and Ad hoc Committee Recommendation

Five year projection assumes 3% increase enrolment					
	Year One	Year Two	Year Three	Year Four	Year Five
	\$10 increase	\$10 increase	7.50 increase	\$5.00 increase	1% CPI only
PROPOSAL THREE	F/T - 5600	F/T- 5758	F/T- 5930	F/T - 6107	F/T - 6291
	P/T - 3000	P/T- 3100	P/T- 3193	P/T - 3289	P/T - 3387
FEE	98.20/73.65	108.20/81.15	115.70/86.78	120.70 / 90.52	121.91/ 91.43
Total Budget expenses including Strategic	\$ (998,401.00)	\$ (1,008,385.00)	\$ (1,018,469.00)	\$ (1,028,654.00)	\$ (1,038,940.00)
(1% CPI increase each year)					
F/T	\$ 549,920.00	\$ 623,016.00	\$ 686,101.00	\$ 737,115.00	\$ 766,935.81
P/T	\$ 220,950.00	\$ 251,565.00	\$ 247,138.00	\$ 297,720.00	\$ 309,681.88
Proposal THREE Shortfall to fund from surplus	\$ (227,531.00)	\$ (133,804.00)	\$ (85,230.00)	\$ 6,181.00	\$ 37,677.69
Less Other Revenue (interest etc.)	\$17,500.00	\$19,000.00	\$20,500.00	\$19,000.00	\$19,500.00
Subtotal	(\$210,031.00)	(\$114,804.00)	(\$64,730.00)	\$25,181.00	\$57,177.69
Less External Funding	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00
Net change to Savings	(\$185,031.00)	(\$89,804.00)	(\$39,730.00)	\$50,181.00	\$82,177.69
Balance of Savings	\$126,807.00	\$37,003.00	(\$2,727.00)	\$47,454.00	\$129,632.00

APPENDIX GSA BUDGET PRINCIPLES

In planning and managing its budget, the GSA will be guided by the following principles:

1. Be open and transparent, encouraging comprehensive input and consultation from both its Board and Budget and Finance Committee (BFC).
2. Take into account the GSA's vision, mission and mandate which are based largely on the GSA's duties as set out in the *Post Secondary Learning Act*, and be guided by the GSA's Strategic Plan.
3. Ensure the long-term viability and robust health of a fees-driven organization which delivers a range of services.
4. Establish a Contingency Fund equal to (approximately) a minimum three months operating expenditure and up to six months operating expenditure.
5. Facilitate long-term planning by developing a three-to-five year rolling plan for revenue and expenditure.
6. Enable provision of the key financials, budget projections, information notes and any other documentation required by Council, the GSA Board or BFC.
7. Require reporting of re-allocation of resources.
8. Support resource accountability.
9. Delegate budget decisions to the level at which operational decisions are made.
10. Propose to Council a budget that represents all aspects of the GSA's operations.

GSA Budget Practices (as amended by BFC March 7, 2011)

1. The Unrestricted Operating Budget will be organized by seven broad budget divisions which, in 2011, are:

- Office Administration (OA)
- Human Resources (HR)
- Professional and Consulting (PC)
- Advocacy (including government relations)
- Governance (including Council, Speaker, CRO, Elections, Food for meetings held over normal meal times)
- Grants and Subsidies
- Contingency Fund

2. Budget Divisions and Budget Lines within Divisions

Except for the Contingency Fund, each division will have a number of distinct budget lines accompanied by a summary description of each budget line and its use. For instance, the HR budget division will have over a dozen individual budget lines, from staff salaries to vacation payout to parental leave funds.

Budget lines which embrace contractual funds cannot be changed unilaterally. For example, the GSA's Collective Agreement with NASA stipulates, as of 2011, that there

are four full-time budgeted staff positions; this number of positions cannot be reduced by the GSA acting alone.

3. Reallocating Funds within a Division after the Budget is Approved

a. During the budget year, within the OA, HR and PC divisions, re-allocations between budget lines may be made by the Directors, in consultation with the GSA President, up to 5% of the total division allocation or up to \$10K. Amounts reallocated over those thresholds must be approved by the GSA Board and then reported to the GSA BFC. Recognizing the extraordinary challenges the GSA has faced in 2008-2010 with staffing, the one exception to the above practice concerns the Human Resource Flexibility and New Initiatives Fund, where the Directors, in consultation with the President, may approve reallocations from this fund to other HR budget lines in order to address urgent/emergency situations, which will be reported immediately to the Board and BFC.

b. During the budget year, within the Advocacy and Governance divisions, all requests for reallocation must be recommended by the GSA Board to BFC. BFC can approve reallocations of up to 5% of the total division budget line; other reallocations must be approved by Council.

c. During the budget year, no reallocations may be made from the contingency fund with out approval by Council.

4. Under Grants and Subsidies, lecture grants and student group grants are dealt with (as of March 2011) through the GSA Awards Committee, and subsidies are voted on by the GSA Board.

5. Variances and Adjustments

Variances will appear in the budget working papers presented to BFC and adjustments made by BFC, across all budget divisions, before the annual budget is proposed to Council.

6. Quarterly reporting

The Director of Finance will prepare a quarterly report which will first be submitted to the GSA President and then to the Board, BFC and Council. It is suggested that these reports be organized by budget divisions and lines, with the following formation in easy-to-follow columns: current budget; percent spent to date; percent spent to date in previous year(s); informative comment on any variance or approved relocation. All such reports will be compliant with Alberta's *Personal Information Privacy Act* and other applicable laws.

NOTE: GSA financial policies are set out in the GSA governing documents.

E:\My Documents\Documents\GSA CONSULTING\ELLEN STRATEGIC INITIATIVES\AD HOC BUDGET COMMITTEE\GSA BUDGET PRINCIPLES PRACTICES.doc

Late Additions

8. Unfinished Business and General Orders

(b) General Orders

- vii. R20110314.7: GSA Membership Fees 2011-2012
- viii. R20110314.8: Presidential Salary
- ix. R20110314.9: AEGS Budget 2011-2012 (see attachment)

General Orders

R20110314.7 *BIRT* Council set the GSA base fees for 2011-2012 to \$98.20 per annum (FT) and \$73.65 per annum (PT).

Moved by Roy Coulthard, President

Motivation As per R20110314.6.

R20110314.8 *BIRT* Council set the President's salary for 2011-2012 to \$36,000 per annum.

Moved by Tamara Korassa, Vice President Labour

Motivation As per R20110314.6.

R20110314.9 *BIRT* Council approve the 2011-2012 AEGS budget as attached.

Moved by Tamara Korassa, Vice President Labour

Motivation As per R20110314.6.