



**GSA Board Policy**

The Graduate Students' Association of the University of Alberta

Last updated:

31 May 2017

(DD Month YYYY)

Certified by:

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(GSA Board Coordinator)

31 May 2017

(DD Month YYYY)

### User's Guide to GSA Board Policy

- GSA Board Policy was created by Motion of the GSA Board on 1 December 2010, and subsequently codified in GSA Bylaw by GSA Council on 14 March 2011.
- As per GSA Bylaw and Policy, Section A: Authority, GSA Bylaw, Authority, Section A. BYL.3.1, "GSA Board Policy details high-level operational policies of the GSA."
- As per GSA Bylaw and Policy, Section A: Authority, GSA Bylaw, Authority, Section A. BYL.3.2, "GSA Board Policy is under the jurisdiction of the GSA Board (Section F: GSA Standing Committees, GSA Policy, GSA Standing Committees, Section F.POL.3) and may be amended by a simple majority vote of the GSA Board at any meeting of the GSA Board, with changes to be reported to GSA Council."
- As per GSA Bylaw and Policy, Section F: GSA Standing Committees, GSA Policy, GSA Standing Committees, Sections F.POL.3.2.a and Section F.POL.3.2.b, "the GSAB [GSA Board] is the senior administrative authority of the GSA as delegated to it by GSA Council" and "the GSAB is the discussion forum for the GSA Officers and Directors."
- Please check the GSA website or consult the Executive Director or delegate for the most up-to-date copy.
- Footnotes indicate the date changes were made following approval by the GSA Board.
- GSA Board Policy has tables at the beginning which outline the purpose and scope of the policy, related sections of GSA Bylaw and Policy, related forms (if any), and definitions (if any). The list of related sections of GSA Bylaw and Policy exist to point the user to associated sections of GSA Bylaw and Policy elsewhere in the document. When reviewing a Board Policy that has related sections of GSA Bylaw and Policy, users should refer to those sections to ensure they have a full understanding of the complete governance of the topic at hand.

## **GSA Board Policy**

Last Amended 29 March 2017

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## **GSA Councillor Positions on the GSA Board: Responsibilities<sup>1</sup>**

**Purpose:** To delineate the responsibilities of the three (3) Councillors elected by GSA Council to serve on the GSA Board.

**Scope:** This GSA Board Policy outlines the responsibilities of the three (3) Councillors elected by GSA Council to serve on the GSA Board.

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|-------------------------------------|--|
| <b>Related GSA Bylaw and Policy</b> | GSA Bylaw and Policy, Section F: Standing Committees |
| <b>Related Forms</b>                |  |
| <b>Definitions</b>                  |  |

### **1. Policy**

1. Regular attendance at GSA Board meetings is expected, with regrets and reasons submitted to the President as GSA Board Chair. Any voting GSA Board member may question attendance of GSA Councillors at any time.
2. Understanding that the essence of this position is to provide a link between the Directly-Elected Officers (DEOs) and the floor of GSA Council is essential. Put another way, these positions are for Councillors (as opposed to DEOs, who have University-wide, political portfolios) and the three (3) Councillor positions can provide a link to the floor of GSA Council and to the life of the average, non-political graduate student. Likewise, these Councillors can provide some perspective and wisdom to the political portfolios of the DEOs.
3. These Councillors will have a birds-eye view of the GSA Board operations and business. They are expected to provide information gleaned from these meetings, from their own perspective, to GSA Council – ie to participate and speak up at GSA Council when GSA Board business is discussed.

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<sup>1</sup> Approved by the GSA Board on 1 December 2010. Amended by the GSA Board on 29 March 2017.

## **Departmental Academically-Related Graduate Student Group Grant: Remuneration Based on Councillor Attendance at GSA Council<sup>2</sup>**

**Purpose:** To provide for the administration of grants designated for departmental academically-related graduate student groups based on councillor attendance at GSA Council.

**Scope:** This GSA Board Policy outlines the procedure for distributing funds designated for departmental academically-related graduate student groups based on councillor attendance at GSA Council.

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|-------------------------------------|--|
| <b>Related GSA Bylaw and Policy</b> | GSA Bylaw and Policy, Section C: GSA Council<br><br>GSA Board Policy, Academically-Related Graduate Student Groups, Non-Academically-Related Graduate Student Groups, and Departmental Academically-Related Graduate Student Groups: Definitions |
| <b>Related Forms</b>                |  |
| <b>Definitions</b>                  |  |

### **1. Policy**

1. The GSA will provide departmental academically-related graduate student groups with a modest operating grant based on a rate of attendance of at least 50% of their Councillor or alternate at GSA Council meetings in a given year, defined as 1 May to the following 30 April. Grants must be used to support the academic activities of the departmental academically-related graduate student group.

### **2. Procedure**

1. The Executive Director (ED) or delegate will prepare an eligibility list based on the GSA Council attendance record, normally no later than 15 May.
2. The GSA Council Remuneration yearly budget will be divided amongst the number of eligible groups. Up to 10% may be held back if required and used for unanticipated contingencies.
3. Cheques will be prepared in the name of the departmental academically-related graduate student group, c/o the Councillor. If the graduate student group does not have a bank account, the cheque may be made out to the University of Alberta, c/o the Department, provided the Department agrees to make this funding available to the group for its academically-related activities.
4. The ED or delegate will ensure that the process is completed by, normally, 31 August.

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<sup>2</sup> Approved by the GSA Board on 20 April 2011. Amended by the GSA Board on 2 July 2014, 29 March 2017, and 31 May 2017.

## **GSA Electronic Resources and Office Security<sup>3</sup>**

**Purpose:** To provide for the administration of electronic resources and office access for Directly-Elected Officers, Council-Elected Officers, and staff.

**Scope:** This GSA Board Policy outlines the required electronic resources and office security resources necessary for Directly-Elected Officers, Council-Elected Officers, and staff to perform their duties. Procedures for assigning and maintaining email accounts, passwords, office access, and alarm codes are outlined.

|                                     |  |
|-------------------------------------|--|
| <b>Related GSA Bylaw and Policy</b> |  |
| <b>Related Forms</b>                |  |
| <b>Definitions</b>                  |  |

### **1. Policy**

1. The Executive Director (ED) or delegate will provide Directly-Elected Officers (DEOs), Council-Elected Officers, and staff with GSA-owned CCIDs (@ualberta.ca email account) and passwords. The GSA retains the right to change the password to accounts at any time.

### **2. Procedure**

1. The ED or delegate will provide DEOs, Council-Elected Officers, and staff with GSA-owned CCIDs (@ualberta.ca email account) and passwords. The GSA retains the right to change the passwords to accounts at any time.
2. ED or delegate will ensure that staff have adequate, reliable, and up-to-date computer hardware and software to perform their duties. DEOs have access to GSA-owned computers. The GSA retains the right to change the password to computer accounts at any time.
3. If a DEO, Council-Elected Officer, or staff member uses personal electronic devices (phone, tablet, personal computer, etc.) to access GSA resources (reports, meeting materials, etc.), those devices must be password protected and encrypted. If an individual loses their personal device or suspects that their GSA-owned CCID password has been compromised, they must alert the ED or delegate immediately.
4. The ED or delegate will provide DEOs and staff with the necessary keys, access cards, and alarm codes to access the GSA office during and after business hours. The keys, access cards, and alarm codes remain the property of the GSA and may be changed or rescinded at any time. If an individual loses their key or access card or suspects that their alarm code has been compromised, they must alert the ED or delegate immediately.
5. Upon the departure or end of term of a DEO, Council-Elected Officer, or staff member, it is that individual's responsibility to ensure that all GSA property is returned. Further, any confidential GSA documents saved to personal electronic devices should be destroyed. The ED or delegate will ensure that any passwords associated with an individual's duties are changed, and that the individual's alarm code is disabled.

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<sup>3</sup> Approved by the GSA Board on 29 March 2017.

## Academically-Related Graduate Student Groups, Non Academically-Related Graduate Student Groups, and Departmental Academically-Related Graduate Student Groups: Definitions<sup>4</sup>

**Purpose:** To define academically-related graduate student groups, non academically-related graduate student groups, and departmental graduate student groups.

**Scope:** This GSA Board Policy differentiates academically-related graduate student groups, non-academically-related graduate student groups, and departmental academically-related graduate student groups by outlining the characteristics and requirements of each.

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| <b>Related GSA Bylaw and Policy</b> | GSA Bylaw and Policy, Section D: GSA Officers<br><br>GSA Bylaw and Policy, Section N: Academically-Related Graduate Student Groups<br><br>GSA Bylaw and Policy, Section O: GSA Recognition Awards<br><br>GSA Bylaw and Policy, Section P: GSA Grants, Awards, and Bursaries |
| <b>Related Forms</b>                |   |
| <b>Definitions</b>                  | See below   |

### 1. Policy

1. In addition to any ‘academically-related graduate student group’ requiring an executive committee of at least three-quarters graduate students and a total membership of at least two-thirds graduate students, to be classified as ‘academically-related’, a group must meet at least one (1) the following criteria:
  - Have the primary mandate or purpose that the group exists to organize an academic competition, conference, symposium, speaker or lecture series on academic topics, or other academically-related events or workshops.
  - Have the primary mandate or purpose of facilitating professional development for graduate students. This includes groups that aim to link graduate students’ research, academic, and vocational interests with industry or community based organizations and mentors.
  - Consist of graduate students, faculty members, and researchers, for the purpose of facilitating collaboration within a particular field of academic research and study.
  - Focus on activities that allow graduate student opportunities to utilize skills that are pertinent to the learning outcomes for the program in which the graduate student group members are enrolled.
  - Have an affiliation with or direct link to a University Department (which includes Residence and Housing).

Academically-related graduate student groups that are registered as such with Student Group Services (SGS) are eligible to apply for the GSA’s Academically-Related Graduate Student Group Award and the GSA Academically-Related Graduate Student Group Award (a GSA Recognition Award).

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<sup>4</sup> Approved by the GSA Board on 25 April 2012. Amended by the GSA Board on 29 March 2017.



2. A 'non academically-related graduate student group' is defined as a group that, despite having an executive committee of at least three-quarters graduate students and a total membership of at least two-thirds graduate students, is not engaged in primarily academic activities. Non-academically-related graduate student groups include:
  - Groups that primarily exist to facilitate the gathering of students for social rather than academic event and gatherings.
  - Groups that primarily exist to facilitate recreational and physical activities.
  - Residence Associations representing graduate students living in University residences.

Non academically-related graduate student groups are not eligible to apply for the GSA's Academically-Related Student Group Award and the GSA Academically-Related Graduate Student Group Award (a GSA Recognition Award).

3. A 'departmental academically-related graduate student group' is defined as an informal departmental organization that has not yet registered or declined to register as an academically-related graduate student group with the GSA via SGS and whose activities may be classified as either academic or non-academic (see above definitions of academically-related graduate student group and non academically-related graduate student group).

Departmental academically-related graduate student groups are not eligible to apply for the GSA's Academically-Related Student Group Award and the GSA Academically-Related Graduate Student Group Award (a GSA Recognition Award).

## Designation of Executive Vice-President and Line of Succession for Acting President<sup>5</sup>

**Purpose:** To provide a GSA Board Policy regarding the designation of an Executive Vice-President and the line of succession for Acting President, if the President and Executive Vice-President are absent or unavailable. A provision for the appointment of additional Acting Presidents or representatives of the GSA, in the event of multiple, overlapping absences, is included.

**Scope:** This GSA Board Policy outlines the designation of an Executive Vice-President and the line of succession for Acting President, if the President and Executive Vice-President are absent or unavailable. A provision for the appointment of additional Acting Presidents or representatives of the GSA, in the event of multiple, overlapping absences, is included.

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|-------------------------------------|--|
| <b>Related GSA Bylaw and Policy</b> | GSA Bylaw and Policy, Section D: GSA Officers<br>GSA Board Policy, Line of Succession for Chair of the GSA Board |
| <b>Related Forms</b>                |  |
| <b>Definitions</b>                  |  |

### 1. Policy

1. Prior to the first meeting of the GSA Board (GSAB) for new Directly-Elected Officers (DEOs), the President will designate an Executive Vice-President (VP). As per GSA Bylaw and Policy (Section D: GSA Officers, GSA Policy, GSA Officer Portfolios, Section D.POL.5.1.b), should the President be unable to act for any reason (eg illness, research field trip), as determined by the Speaker and Executive Director (ED) or delegate, the Executive Vice-President will assume the President's duties; any such instance will be reported to GSA Council at its next subsequent meeting.
2. A second VP will also be designated to serve as Acting President should the President or Executive VP be unable to act for any reason.
3. The designation of Executive VP and line of succession for Acting President will be received for information at the first meeting of the GSAB for new DEOs.
4. In the event of multiple, overlapping absences on the part of the President, the Executive VP, and the other VP named in the line of succession for Acting President, the President, in consultation with the ED or delegate, will name another available VP to serve as Acting President during the period of absences. This will ensure that the GSA is able to fulfill its fiduciary duties and oversee the running of its corporate infrastructure in the event of such absences. In case of emergency, when no DEO is available, the ED or delegate will call on the Speaker or Deputy Speaker to represent the GSA.

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<sup>5</sup> Approved by the GSA Board on 1 May 2013. Amended by the GSA Board on 21 May 2014, 15 February 2017, and 29 March 2017.

**Government of Alberta Graduate Citizenship Award and GSA Recognition Awards:  
Application/Nomination and Adjudication Processes<sup>6</sup>**

**Purpose:** To outline GSA Board Policy and procedure governing the adjudication of the Government of Alberta Graduate Citizenship Award and GSA Recognition Awards.

**Scope:** This GSA Board Policy outlines the policy and procedure for the GSA acceptance of applications, adjudication, selection of recipients, notification of results, and destruction of application packages for the Government of Alberta Graduate Citizenship Award, as well as GSA acceptance of nominations, adjudication, selection of recipients, notification of results, and destruction of nomination packages for GSA Recognition Awards.

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|-------------------------------------|---|
| <b>Related GSA Bylaw and Policy</b> | GSA Bylaw and Policy, Section H: Performance, Conduct, Responsibilities, and Attendance, and the GSA Appeals and Complaints Board, GSA Policy, Performance and Conduct, Conflict of Interest, and Conflict on Commitment<br><br>GSA Bylaw and Policy, Section O: GSA Recognition Awards |
| <b>Related Forms</b>                | Government of Alberta Graduate Citizenship Award application forms available on the Government of Alberta website<br><br>GSA Recognition Awards nomination forms available on the GSA website   |
| <b>Definitions</b>                  |   |
| <b>Other</b>                        | Government of Alberta Graduate Citizenship Award Terms of Reference available on the Government of Alberta website  |

**Government of Alberta Graduate Citizenship Award: Application and Adjudication Process**

**1. Policy**

1. The Government of Alberta Graduate Citizenship Award Terms of Reference must be followed. These Terms also provide for “any additional regulations established by the GSA at each Alberta University regarding award committee conduct and the keeping of records.”
2. If the Government of Alberta’s 15 October deadline for accepting applications (as stated on its most recent application form) falls on a weekend or other day when the GSA office is closed, the GSA published deadline shall be on the next working day at the close of the GSA office. Late applications will not be considered.

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<sup>6</sup> Approved by the GSA Board on 17 October 2012. Amended by the GSA Board on 18 September 2013, 10 September 2014, 26 August 2015, and 29 March 2017.

3. The Chair and Vice-Chair of the GSA Awards Selection Committee (GSA ASC) will not be involved in the initial rounds of assessment as they may be called upon to serve as the third adjudicator in cases of scoring discrepancy.
4. Following the adjudication of the applications and the selection of the award recipients, the Chair of the GSA ASC will report the names of the award nominees to the Government of Alberta prior to 15 November. Subsequently, the award nominees will be reported to the GSA Board (GSAB) and GSA Council.
5. The GSA Document Retention and Destruction schedule shall be followed with regard to applications received. Original copies of successful applications are forwarded to the Government of Alberta. Photocopies of successful applications will be retained by the GSA for a period of five (5) years. Unsuccessful applications will be shredded by the GSA after confirmation of recipients is received from the Government of Alberta.

## **2. Procedure**

1. The Government of Alberta Graduate Citizenship Award shall be advertised through the GSA website, the GSA newsletter, the GSA Facebook and Twitter profiles, and any other means deemed appropriate by the Executive Director (ED) or delegate starting on or about 1 September or the next working day.
2. The ED or delegate will ensure that members of the GSA ASC are contacted no later than 30 September or the next working day to schedule training meetings before 15 November.
3. The ED or delegate will ensure that applications are pre-screened for completeness and eligibility. Incomplete applications and extraneous documents will not be accepted.
4. Once the application deadline has passed, the ED or delegate will ensure that GSA ASC members are notified of the total number of applications, and arrange for individual review and adjudication of applications. All applications will be individually scored according to the adjudication criteria set out below.
5. To review applications, each adjudicator will be placed in a private room. Adjudication guidelines, a score sheet, and randomly assigned applications are provided. Relevant conflict of interest policy will be adhered to.
6. Each application will be scored by initially two (2) adjudicators independently; they will not be provided with each other's scores.
7. In cases where previously successful applicants have applied again, adjudicators will be provided with the initial successful application package to compare with the current application package. To comply with the Government of Alberta Graduate Citizenship Award policy, applicants will only be assessed on merits achieved since their previously successful application.
8. After the initial assessment process is completed, scores are compiled and applicants are ranked according to their total score. Additional adjudicators may be asked to review applications in cases where there are discrepancies in the scoring; a new score will then be reached using the two (2) closest scores.
9. In order to reach the maximum allowable number of twenty (20) successful applicants, the GSA ASC will then review those applications that have the same score and use the adjudication criteria to determine which application(s) should move forward. The Chair will also ensure at this point that no more than four (4) International Students are being recommended to receive the award as per the Terms of Reference of the award.

10. The final list of twenty (20) nominees will then be voted on for approval, by email or in a meeting where required as determined by the Chair, by the GSA ASC. The minutes or email record of this meeting shall be filed together with a list of successful recipients.
11. Once approved, the list of twenty (20) successful applicants will be forwarded to the Government of Alberta.
12. All applicants will be notified via email of the results of their application. Applicants forwarded to the Government of Alberta will be informed that the results of their applications remain unofficial until they are notified of their results directly by the Government of Alberta.

### **3. Adjudication Criteria**

1. The Government of Alberta Graduate Citizenship Award recognizes graduate students who have demonstrated outstanding dedication to their fellow students and/or Alberta communities through public service and volunteer activities.
2. The Terms of Reference of the Government of Alberta Graduate Citizenship Award list two (2) adjudication criteria, each of which will be scored from 1-5 (5 being high) for a total score between two (2) and ten (10). The names of the applicants with the twenty (20) highest scores, as determined by the GSA ASC, will be forwarded to the Government of Alberta.
3. Refer to the Government of Alberta Graduate Citizenship Award Terms of Reference available online for further information regarding eligibility and adjudication criteria.

## **GSA Recognition Awards: Nomination and Adjudication Process**

### **1. Policy**

1. The GSA's timeline for accepting nominations will be determined by the ED or delegate, in consultation with the GSA Directly-Elected Officers (DEOs) and the GSA ASC.
2. Late nominations and/or incomplete nomination packages are not considered.
3. The Chair and Vice-Chair of the GSA ASC will not be involved in the initial rounds of assessment as they may be called upon serve as the third adjudicator in cases of scoring discrepancy.
4. Following the adjudication of the nominations and the selection of the award recipients, the Chair of the GSA ASC will report the names of the recipients to the GSAB and Council.
5. Original copies of successful applications will be retained by the GSA for a period of five (5) years. Unsuccessful applications will be shredded by the GSA following GSA Awards Night.

### **2. Procedure**

1. The GSA Recognition Awards shall be advertised through the GSA website, the GSA newsletter, the GSA Facebook and Twitter profiles, and any other means deemed appropriate by the ED or delegate commencing on a date to be determined by the ED or delegate in consultation with the GSA DEOs and the GSA ASC.
2. The ED or delegate will ensure that, prior to the nomination deadline, the members of the GSA ASC are contacted to schedule training meetings.

3. The ED or delegate will ensure that nominations are pre-screened for completeness and eligibility. Incomplete applications and extraneous documents will not be accepted.
4. Once the deadline has passed, the ED or delegate will ensure that GSA ASC members are notified of the total number of nominations for each award, and arrange for individual review and adjudication of nominations. Each nomination will be individually scored according to the adjudication criteria set out in GSA Policy, Awards and Adjudication Criteria.
5. To review nominations, each adjudicator will be placed in a private room. Adjudication guidelines, a score sheet, and randomly assigned nominations are provided. Relevant conflict of interest policy will be adhered to.
6. Each nomination will be scored initially by two (2) adjudicators independently; they will not be provided with each other's scores.
7. In cases where previously successful nominees have again been nominated for the same award, and are eligible to receive the award again, adjudicators will be provided with the initial successful nomination package to compare with the current nomination package. Nominees will only be assessed on merits achieved since their previously successful nomination.
8. After the initial assessment process is completed, scores are compiled and applicants are ranked according to their total score. Additional adjudicators may be asked to review nominations in cases where there are discrepancies in the scoring; a new score will then be reached using the two (2) closest scores.
9. In the event of a tie in the scoring, the GSA ASC Chair (who is not involved in the earlier rounds of assessment) will then review those nominations that have the same score and use the adjudication criteria to determine which application(s) should move forward.
10. The final list of proposed recipients will then be voted on for approval, by email or in a meeting where required as determined by the GSA ASC Chair, by the GSA ASC. The minutes or email record of this meeting shall be filed together with a list of successful recipients.
11. Once approved, recipients of GSA Recognition Awards will be notified via email, and invited to GSA Awards Night to receive their award.

### **3. Adjudication Criteria**

Adjudication criteria for all GSA Recognition Awards are set out in GSA Bylaw and Policy, Section O: GSA Recognition Awards.

## GSA President's Citation: Terms of Reference<sup>7</sup>

**Purpose:** To specify the terms of reference for the GSA President's Citation.

**Scope:** This GSA Board Policy outlines the policies and procedures for the provision and adjudication of the GSA President's Citation. These terms of reference also set out the procedures for the adjudication and presentation of the citation.

|                                     |  |
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| <b>Related GSA Bylaw and Policy</b> | GSA Bylaw and Policy, Section F: GSA Standing Committees |
| <b>Related Forms</b>                |  |
| <b>Definitions</b>                  |  |

### 1. Policy

- Eligibility Criteria:** The purpose of this citation is to acknowledge those individuals who have assisted the GSA Board (GSAB) in terms of 1) infrastructure development, 2) significant contributions of time and energy to supporting GSA Board initiatives (including joint Students' Union or University initiatives) above and beyond their expected duties/positions, or 3) who have upheld and exceeded standards of collegial governance in working with the GSAB to see critical initiatives come to fruition. The eligibility of an individual for this citation is left to the discretion of the GSAB. Self-nominations are not accepted.
- Application Information and Checklist:** There is no application form for this citation. A Motion must be made by a member of the GSAB recommending that an individual be chosen as a recipient of this citation during a closed session meeting of the GSAB.
- Number of Citations Offered:** There is no set number of recipients for this citation; the number of recipients for this citation is determined by the GSAB.
- Presentation:** A plaque will be presented to the recipient(s) of this citation.

### 2. Procedure

- Adjudication Criteria:** There are no adjudication criteria for this citation, instead the eligibility and suitability of the nominated individual will be discussed following a Motion put forward to the GSAB.
- Presentation:** A plaque will be presented to the recipient(s) of this citation at the annual GSA Awards Night. The recipient(s) of this citation are determined, ideally, by early February to allow for enough time to invite the individual(s) to the annual GSA Awards Night, and to have the plaque(s) created.

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<sup>7</sup> Approved by the GSA Board on 6 February 2013. Amended by the GSA Board on 5 February 2014 and 29 March 2017.

## GSA Meeting Rooms: Bookings by Groups or Individuals External to the GSA<sup>8</sup>

**Purpose:** To provide a GSA Board Policy and procedure regarding the booking of GSA meeting rooms by groups or individuals external to the GSA.

**Scope:** This GSA Board Policy outlines the policy and procedure for booking GSA meeting rooms by groups or individuals external to the GSA.

|                                     |  |
|-------------------------------------|--|
| <b>Related GSA Bylaw and Policy</b> |  |
| <b>Related Forms</b>                | GSA Meeting Room Booking Form, available on the GSA website  |
| <b>Definitions</b>                  | “External to the GSA” in this GSA Board Policy refers to members of the broader University community or GSA members aside from Directly-Elected Officers and GSA staff |

### 1. Policy

1. The GSA offices in Triffo Hall contain two (2) meeting spaces that can be requested to be reserved on an occasional basis by groups or individuals external to the GSA (1-34 and 1-13) (see above for definitions of “external to the GSA”). Approval of a request to book a meeting room is conditional upon filing the form referred to above and the GSA reserves the right to change/substitute the room(s) selected. By signing the GSA Meeting Room Booking Form, groups or individuals wishing to book a meeting room are agreeing to use the GSA space only for the purpose indicated on the form and to leave the room in the condition it was found in.

### 2. Procedure

1. Groups or individuals external to the GSA (see above for definitions of “external to the GSA”) interested in booking a GSA meeting room are directed to fill out a GSA Meeting Room Booking Request Form available on the GSA website and submit it to the GSA office.
2. In filling out the form, interested parties are asked to provide the following information:
  - First and last name.
  - A valid U of A email address.
  - A registered student group name (if applicable).
  - Department.
  - Indicate GSA membership (if applicable);
  - Date(s) requested.
  - Start time (8:30 am earliest) and end time (3:30 pm latest) for the booking.
  - Which room they would like to book (1-34 with a maximum occupancy of six (6) people or 1-13 with a maximum occupancy of eight (8) people).
  - A brief description of the purpose of the meeting.
  - Signature and date.
3. Once a room booking request form has been received by the GSA office, the availability of the requested space will be assessed and the requester of the meeting room booking will be notified.

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<sup>8</sup> Approved by the GSA Board on 24 April 2013. Amended by the GSA Board on 14 October 2015 and 29 March 2017.



## Line of Succession for Chair of the GSA Board<sup>9</sup>

**Purpose:** To provide a GSA Board Policy regarding line of succession for GSA Board Chair, if the President is absent or unavailable.

**Scope:** This GSA Board Policy outlines the naming of a succession order for GSA Board Chair, if the President is absent or unavailable.

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| <b>Related GSA Bylaw and Policy</b> | GSA Bylaw and Policy, Section D: GSA Officers<br>GSA Bylaw and Policy, Section F: GSA Standing Committees<br>GSA Board Policy, Designation of Executive Vice-President and Line of Succession for Acting President |
| <b>Related Forms</b>                |  |
| <b>Definitions</b>                  |  |

### 1. Policy

1. Prior to the first meeting of the GSA Board (GSAB) for new Directly-Elected Officers (DEOs), the President will designate three (3) Vice-Presidents to serve successively as Acting Chairs of the GSAB if the President is unable to serve as the Chair for any reason (eg illness, research field trip).
2. The line of succession for Chair of the GSAB will be received for information at the first meeting of the GSAB for new DEOs.

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<sup>9</sup> Approved by the GSA Board on 1 May 2013. Amended by the GSA Board on 15 February 2017 and 29 March 2017.

## Media, Social Media, Visual Identity, and Citations and Other Honorifics: GSA Presence<sup>10</sup>

**Purpose:** To provide a GSA Board Policy and procedure regarding the GSA’s media and social media presence, the GSA’s visual identity, and GSA citations and other honorifics.

**Scope:** This GSA Board Policy outlines both the policy surrounding the GSA’s media and social media presence, visual identity, and citations and other honorifics and associated procedure.

|                                     |  |
|-------------------------------------|--|
| <b>Related GSA Bylaw and Policy</b> | GSA Bylaw and Policy, Section D: GSA Officers  |
| <b>Related Forms</b>                |  |
| <b>Definitions</b>                  | <p>“Media” in this GSA Board Policy refers to print, television, and radio</p> <p>“Social Media” in this GSA Board Policy refers to the GSA website and newsletter and Facebook and Twitter profiles</p> <p>“External to the GSA” in this GSA Board Policy refers to members of the broader University community or those not affiliated with the University</p> <p>“Substantive Changes” in this GSA Board Policy refers to alterations to the colour of the GSA logo and the incorporation or removal of individual design components (both visual and written components)</p> <p>“Citations and Other Honorifics” in this GSA Board Policy refers to any citations or other honorifics that the GSA Board may confer on individuals or organizations</p> <p>“Working Day” in this GSA Board Policy refers to a day the GSA office is open</p> |

### 1. Policy

1. **General:** In line with the University of Alberta’s Ethics Statement, all GSA Board Policy and Procedure contained herein assumes that official GSA communications in all forms of media and social media “must reflect high ethical standards, mutual respect and civility” and that the President and GSA Board (GSAB) are accountable for all “practices and statements involving communications media of any sort.” Additionally, the GSA is compliant with Canadian Anti-Spam Legislation.

<sup>10</sup> Approved by the GSA Board on 15 May 2013. Amended by the GSA Board on 18 September 2013, 5 February 2014, 14 January 2015, and 29 March 2017.

2. **Media (Print, Television, and Radio):** The President is the official spokesperson of the GSA. All requests for comment and interviews on any issue are directed to the President for response.
3. **Social Media (GSA Website):** All substantive content on the GSA website is approved by the President and/or GSAB prior to posting. Non-substantive and editorial changes to the GSA website (eg removing out-dated images or information, closing grant applications due to insufficiency of funds, in compliance with GSA Policy and in consultation with the appropriate Vice-President, etc) may be made by the Executive Director (ED) or delegate. The GSA website and all content will be reviewed monthly by the ED or delegate and any concerns will be addressed to the President.
4. **Social Media (GSA Newsletter):** All materials submitted to the GSA for considered inclusion in the newsletter will be vetted by the ED or delegate. Draft newsletters will normally be circulated to the GSAB for review and approval approximately one (1) working day before they are sent to the graduate student community using email addresses accessible through the GSA's Third Party Information Sharing Agreement with the University. The newsletter will clearly identify the GSA as the sender and will include a clear unsubscribe mechanism. Requests to unsubscribe will normally be processed in one (1) working day.

**Newsletter Content General Guidelines:**

- GSA sponsored events and GSA announcements.
  - Postings from GSA service providers (Studentcare, TDIMM, etc) as specified in the signed agreements with those providers.
  - Scholarships, bursaries, and awards opportunities applicable to the graduate student community.
  - Academic events on campus.
  - Professional development opportunities on campus (including teaching and research opportunities, provided they are in compliance with the Graduate Student Assistantship Collective Agreement).
  - Non-academic events on campus that have a broad interest base (eg Sustainability Awareness Week, International Week).
  - Events off-campus of an academic or professional development nature (eg academic or professional conferences in Edmonton, call for papers for academic journals, seminars).
  - Advertisements for University of Alberta courses applicable and beneficial to a wide range of graduate students.
  - Surveys, focus groups, and other research participation opportunities regarding post-secondary education (ie not research projects), will be explicitly vetted by the President.
  - The GSA newsletter will not include solicitations for merchandise or services, or from students seeking to make personal connections with other students, or employment opportunities except as outlined above.
5. **Social Media (GSA Facebook Page):** The ED or delegate is designated as the “administrator” of the GSA’s Facebook page and will have at least one (1) designated back-up. The GSA’s Facebook page’s settings will be such so as to prohibit posts from the public. Only those designated as the “administrator” of the page will be able to post. The content on the GSA Facebook page will mirror the content of the GSA website and GSA newsletters, thus ensuring that only substantive content approved by the President and/or the GSAB will be posted (appropriate hashtags, as determined by the ED or delegate, may be used). Additionally, the President and those designated by the President, may compose Facebook posts, to be circulated to the ED or

delegate prior to posting. Any individuals posing questions or directing comments to the GSA Facebook page (via direct messages or comments on GSA posts) will be directed to the ED or delegate and the President will be made aware of such instances. The President will make decisions as to how such comments will be addressed. Comments felt to violate the Code of Student Behaviour will be directed immediately to the President and the ED or delegate.

6. **Social Media (GSA Twitter Profile):** The ED or delegate is designated as the “administrator” of the GSA’s Twitter profile and will have at least one (1) designated back-up. Only those designated as the “administrator” of the profile will be able to post content. The content on the GSA Twitter profile will mirror the content of the GSA website and GSA newsletters, thus ensuring that only substantive content approved by the President and/or the GSAB will be posted (appropriate hashtags, as determined by the ED or delegate, may be used). Additionally, the President and those designated by the President, may compose tweets, to be circulated first to the ED or delegate prior to posting. Any individuals posing questions or directing comments to the GSA Twitter profile will be directed to the ED or delegate and the President will be made aware of such instances. The President will make decisions as to how such comments will be addressed. Comments felt to violate the Code of Student Behaviour will be directed immediately to the President and ED or delegate.
7. **Visual Identity (GSA Logo):** All requests for use of the GSA logo (excepting requests from parties to whom the GSA is providing funding/sponsorship or with whom the GSA has a signed agreement) must be approved by the President and any two (2) other Directly-Elected Officers.
8. **Citations and Other Honorifics Conferred by the GSA Board:** The GSAB approves all citations and other honorifics conferred by it.

## 2. Procedure

1. **Media (Print, Television, and Radio):** All requests for comment and interviews on any issue are directed to the President for response.
2. **Social Media (GSA Newsletter):** As per the above GSA Board Policy, materials submitted to the GSA for considered inclusion in the newsletter will be vetted by the ED or delegate and draft GSA newsletters will be circulated to the GSAB. A deadline by which comments and any concerns are to be received by the ED or delegate regarding newsletter content will be stipulated when the draft is circulated and, should no concerns with content be brought forward prior to the deadline, the newsletter will be circulated to the graduate student community using email addresses accessible through the GSA’s Third Party Information Sharing Agreement with the University. The newsletter will clearly identify the GSA as the sender and will include a clear unsubscribe mechanism. Requests to unsubscribe will normally be processed in one (1) working day.
3. **Social Media (GSA Facebook Page):** As noted above, the ED or delegate is designated as the “administrator” of the GSA’s Facebook page and will have at least one (1) designated back-up. The GSA Facebook page’s settings will be such so as to prohibit comments and posts from the public. The content on the GSA Facebook page will mirror the content of the GSA website and GSA newsletters and the “administrator” will post content drawn solely from the President and/or GSAB approved GSA website and GSA newsletter (appropriate hashtags, as determined by the ED or delegate, may be used). The President and those designated by the President may

compose Facebook posts, to be circulated first to the ED or delegate prior to posting. Any individuals posing questions or directing comments to the GSA Facebook page (via direct messages or comments on GSA posts) will be directed to the ED or delegate and the President will be made aware of such instances. The President will make decisions as to how such comments will be addressed. Comments felt to violate the Code of Student Behaviour will be directed immediately to the President and the ED or delegate. Statistical information regarding the GSA Facebook page (number of fans, messages sent, “liked” posts, etc) will be gathered regularly by the “administrator” of the page and reported to the GSAB.

4. **Social Media (GSA Twitter Profile):** As noted above, the ED or delegate is designated as the “administrator” of the GSA’s Twitter profile and will have at least one (1) designated back-up. The content on the GSA Twitter profile will mirror the content of the GSA website and GSA newsletters and the “administrator” will post content drawn solely from the President and/or GSAB approved GSA website and GSA newsletter (appropriate hashtags, as determined by the ED or delegate, may be used). The President and those designated by the President may compose tweets, to be circulated first to the ED or delegate prior to posting. Any individuals posing questions or directing comments to the GSA Twitter profile will be directed to the ED or delegate and the President will be made aware of such instances. The President will make decisions as to how such comments will be addressed. Comments felt to violate the Code of Student Behaviour will be directed immediately to the President and the ED or delegate. Statistical information regarding the GSA Twitter profile (number of followers, use of the hashtag “#GSA” (and permutations thereof), messages sent, retweets, etc) will be gathered regularly by the “administrator” of the profile and reported to the GSAB.
5. **Visual Identity (GSA Logo):** Substantive changes to the GSA logo initiated by the ED or delegate will be approved by the GSAB.
6. **Citations and Other Honorifics Conferred by the GSA Board:** Proposals concerning citations and other honorifics conferred by the GSAB will be presented to the GSAB for approval.

## External Grants<sup>11</sup>

**Purpose:** To provide a GSA Board Policy and procedure regarding requests for grants made by groups external to the GSA.

**Scope:** This GSA Board Policy outlines the policy regarding requests for grants made by groups external to the GSA.

|                                     |   |
|-------------------------------------|---|
| <b>Related GSA Bylaw and Policy</b> | GSA Bylaw and Policy, Section K: Finances<br><br>GSA Board Policy, Academically-Related Graduate Student Groups, Non Academically-Related Graduate Student Groups, and Departmental Academically-Related Graduate Student Groups: Definitions |
| <b>Related Forms</b>                |   |
| <b>Definitions</b>                  | “External to the GSA” in this GSA Board Policy refers to any request for grants made for events (eg conferences) not organized and administered by the GSA Board  |

### 1. Policy

1. **Requirements for Approval:** The GSA Board (GSAB) may approve requests for grants from groups external to the GSA under the following conditions:
  - The request for funding is consistent with the mandate (purpose) of the GSA *and* aligns with the GSA’s vision, mission and/or Board Strategic Work Plan.
  - If the request is to support a conference (or equivalent), the conference (or equivalent) must be open to all graduate students.
  - The organization making the request must be non-commercial and non-partisan in nature; must agree to use the GSA logo in promotional materials; and must report back to the GSAB that the donation was spent for the purpose for which the money was provided.
  
2. **Amount and Source of Funding:** The GSAB may approve external grants up to \$300 by a simple majority. Amounts over \$300 require a unanimous vote of those present. All external grants will be drawn from the “External Grants” budget line within the GSA’s annual budget.
  
3. **Eligibility:** Registered Academically-Related Graduate Student Groups running a conference (or equivalent) are eligible to apply for GSA Academically-Related Graduate Student Group Awards and fall outside the scope of this GSA Board Policy.

### 2. Procedure

1. All requests for grants made by groups external to the GSA will be assessed by the GSAB. Decisions regarding the approval of such requests and the amounts granted will be reported to GSA Council.

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<sup>11</sup> Approved by the GSA Board on 7 August 2013. Amended by the GSA Board on 27 April 2016 and 29 March 2017.

## Travel and Event Attendance Expenses for Directly-Elected Officers Related to External Relations<sup>12</sup>

**Purpose:** To provide a GSA Board Policy regarding the approval of travel and event attendance expenses for Directly-Elected Officers related to External Relations.

**Scope:** This GSA Board Policy outlines the policy regarding the approval of travel and event attendance expenses for Directly-Elected Officers related to External Relations.

|                                    |  |
|------------------------------------|--|
| <b>Related Bylaws and Policies</b> | GSA Bylaw and Policy, Section K: Finances  |
| <b>Related Forms</b>               |  |
| <b>Definitions</b>                 | “External Relations” within this GSA Board Policy refers to all business travel and events undertaken on the part of Directly-Elected Officers or delegates for the purposes of advocacy, representation, and external relations |

### 1. Policy

1. All travel expenses on the part of Directly-Elected Officers (DEOs) related to External Relations must be approved in advance by the GSA Board (GSAB) and reported to GSA Council.
2. If DEOs are to be accompanied by GSA staff (excluding contractual travel arrangements covered the Professional Expense Allowance contained in the GSA’s budget), the GSAB will also approve these travel expenses in advance.
3. Interaction with the current provincial Minister associated with post-secondary education is a priority when considering which External Relations events GSA representatives will attend.
4. Expenses associated with attendance at events related to External Relations associated with a DEO’s portfolio must be approved by the President and reported to GSA Council.
5. Expenses associated with attendance at events related to External Relations not directly associated with a DEO’s portfolio or associated with attendance at events hosted by political parties or officials must align with the GSAB’s Strategic Work Plan and be approved in advance by the GSAB and reported to GSA Council.

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<sup>12</sup> Approved by the GSA Board on 28 August 2013. Amended by the GSA Board on 22 January 2014 and 29 March 2017.

## Directly-Elected Officer Vacation and Leave<sup>13</sup>

**Purpose:** To provide a GSA Board Policy and procedure for vacation and leave for Directly-Elected Officers.

**Scope:** This GSA Board Policy outlines the policy for Directly-Elected Officers for vacation and leave and the procedure for such absences.

|                                     |   |
|-------------------------------------|---|
| <b>Related GSA Bylaw and Policy</b> | GSA Bylaw and Policy, Section D: GSA Officers<br><br>GSA Board Policy, Designation of Executive Vice-President and Line of Succession for Acting President<br><br>GSA Board Policy, Line of Succession for Chair of the GSA Board |
| <b>Related Forms</b>                | GSA President and Vice-President Vacation or Leave Request  |
| <b>Definitions</b>                  | “Working day” in this GSA Board Policy is defined as days on which the University is open   |

### ***Preamble***

**Practicalities:** Directly-Elected Officers (DEOs) should schedule vacations and academic leaves as early in their term as possible and, before scheduling vacations or academic leave, are asked to consider the following:

- Have you discussed your proposed absence with your fellow DEOs to ensure there is adequate coverage during your absence?
- Have you consulted with the Executive Coordinator (EC) to double-check the meetings/events you will be missing?
- Have you prepped your colleague(s) who will be substituting for you?

### **1. Policy**

1. DEOs are subject to the DEO vacation and leave policy in effect at the time of their election.
2. Absences for GSA-related representation and advocacy work are excluded from this GSA Board Policy.
3. Any unauthorized absences are considered unpaid leave.
4. Conflict of commitment: In planning absences, DEOs are expected to meet the conditions of their portfolios as outlined in GSA Bylaw and Policy.
5. The three (3) leaves outlined below cannot be combined:

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<sup>13</sup> Approved by the GSA Board on 25 September 2013. On advice from the GSA Accountant and as delegated by the GSAB, the GSA Budget and Finance Committee amended this GSA Board Policy on 27 April 2015.



- **Vacation:** DEOs are eligible for up to ten (10) working days of paid vacation during their term in office. Under compelling circumstances, vacations longer than ten (10) working days may be approved (see Approvals, below). There is no vacation pay out on any time not taken upon term expiry or termination. Vacation time cannot be carried over should a DEO be elected for an additional term.
  - **Compassionate Leave:** DEOs may be eligible for compassionate leave with length of leave considered on a case-by-case basis, and with the approval process aligning with that of other leaves as described below in Approvals.
  - **Academic Leave:** DEOs may be eligible for an academic leave, normally no more than a total of fifteen (15) working days, for proposed absences related to research and major academic milestones (including research which requires travel, travel for academic program work such as required academic conferences, and preparation for candidacy exams or dissertation defenses).
6. **Approvals:** The President, who consults with the Executive Director (ED) or delegate before a decision is made, approves requests from Vice-Presidents. The three (3) Councillors on the GSA Board (GSAB) approve requests from the President in consultation with the ED or delegate before a decision is made. This approval occurs outside of a GSA Board meeting.
7. **Exceptions** to this GSA Board Policy may be approved by the three (3) Councillors on the GSAB, in consultation with the ED or delegate. This approval occurs outside of a GSAB meeting.

## 2. Procedure

1. Leave forms are available from the EC. Complete the Vacation and Leave Form and give to the President, ED or delegate, and EC.

## Non-Binding Consultative Referenda<sup>14</sup>

**Purpose:** To provide a GSA Board Policy regarding the holding of non-binding consultative referenda.

**Scope:** This GSA Board Policy outlines the procedure for the GSA Board to hold non-binding consultative referenda. The policy and procedure for non-binding consultative referenda differs from GSA Referenda Bylaw and Policy, which pertain to binding referenda questions (see GSA Bylaw and Policy, Section J: Referenda).

|                                     |   |
|-------------------------------------|---|
| <b>Related GSA Bylaw and Policy</b> | GSA Bylaw and Policy, Section J: Referenda  |
| <b>Related Forms</b>                |   |
| <b>Definitions</b>                  | “Non-Binding Consultative Referenda” within this GSA Board Policy refers to referenda initiated by the GSA Board as a means to poll graduate students, the results of which are non-binding |

### 1. Policy

1. The GSA Board (GSAB) is able to initiate Non-Binding Consultative Referenda on issues on which it wishes to consult with constituents. Non-Binding Consultative Referenda questions will not bind the GSA, but instead are used to aid the GSAB in acting in a manner that takes into consideration the will of its members.
2. The GSAB is able to initiate a Non-Binding Consultative Referenda at any time, in order to respond to rapidly evolving issues and priorities.

### 2. Procedure

1. The GSAB approves the initiation and wording of any Non-Binding Consultative Referenda.
2. All Non-Binding Consultative Referenda voting will be done electronically, except in the event of a failure of the electronic system in use.

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<sup>14</sup> Approved by the GSA Board on 5 February 2014. Amended by the GSA Board on 29 March 2017.

## GSA Board Meetings<sup>15</sup>

**Purpose:** To outline the policy and procedure governing the preparation of the agenda and associated materials for GSA Board meetings.

**Scope:** This GSA Board Policy outlines the policy and procedure governing the preparation of the agenda and associated materials for GSA Board meetings.

|                                     |  |
|-------------------------------------|--|
| <b>Related GSA Bylaw and Policy</b> | GSA Bylaw and Policy, Section F: GSA Standing Committees |
| <b>Related Forms</b>                |  |
| <b>Definitions</b>                  |  |

### 1. Policy

1. The GSA Board (GSAB) is “the senior administrative authority of the GSA as delegated to it by GSA Council” (GSA Bylaw and Policy, Section F: GSA Standing Committees, GSA Policy, GSA Standing Committees, Section F.POL.3.2.a) and “the discussion forum for the GSA Officers and Directors” (GSA Bylaw and Policy, Section F: GSA Standing Committees, GSA Policy, GSA Standing Committees, Section F.POL.3.2.b).
2. Agendas for GSAB meetings are drafted, according to a template, by the Executive Director (ED) or delegate, in consultation with the President, who chairs GSAB meetings.

### 2. Procedure

1. Any GSAB member who wishes to present an item to the GSAB should write to the President as Chair, copy to the ED or delegate, including a description of the topic on which they wish to present that may be circulated to GSAB members. The description should ideally be brief.
2. The President, as Chair of the GSAB, will make a decision as to whether the item will be included on the agenda.
3. GSAB meeting agendas and associated material are normally circulated on the Friday before a Wednesday meeting.

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<sup>15</sup> Approved by the GSA Board on 25 February 2015. Amended by the GSA Board on 29 March 2017.