



***GSA Bylaw and GSA Policy - Integrated***

**GSA Bylaw**

The Graduate Students' Association  
of the University of Alberta

**Last updated:** 2017-05-15  
(YYYY-MM-DD)

**Certified by:** Sulya Fenichel, GSA Speaker  
(name, GSA Speaker)  
2017-05-15

**GSA Policy**

The Graduate Students' Association  
of the University of Alberta

**Last updated:** 2017-09-18  
(YYYY-MM-DD)

**Certified by:** Joshuha Connauton, GSA Speaker  
(name, GSA Speaker)  
2017-09-18

**GSA Bylaw**  
**Amended 15 May 2017<sup>1</sup>**

***Establishment***

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

***Amendments to GSA Bylaw***

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

***Maintenance of GSA Bylaw***

GSA Bylaw will be stored in a Microsoft Word file as well as in a “locked” copy as a PDF. The Word file is to be used for all future versions of GSA Bylaw until an approved alternative is found. Each time GSA Bylaw is revised, they are to be saved with the filename “Bylaw-YYYYMMDD” where YYYY is the four (4) digit reference for the year, MM is the two (2) digit reference for the month, and DD is the two (2) digit reference for the day. For two (2) digit numbers below 10, the date will be recorded as 01, 02, 03, etc. The revision date recorded in the list of revision dates is the date of the GSA Council meeting at which the changes were approved. The PDF version should be published to the GSA website. GSA Bylaw is stored both electronically and in hard copy.

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

When GSA Bylaw is changed, as directed by GSA Council, a printed official copy and a copy of the Word and PDF files are to be stored within the GSA central filing system, which the Speaker may access at any time.

***Archiving***

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

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<sup>1</sup> Editorial revisions to all GSA Bylaw made by the GSA Governance Committee on 21 May 2013, 9 August 2013,

**GSA Policy**  
**Amended 18 September 2017<sup>2</sup>**

***Establishment***

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

***Amendments to GSA Policy***

As per GSA Bylaw, GSA Policy is under the jurisdiction of GSA Council and may be amended by a simple majority vote of GSA Council at any meeting of GSA Council. As per GSA Bylaw, GSA Standing Committees advise GSA Council and the GSA Board on policy relevant to their mandates.

***Maintenance of GSA Policy***

GSA Policy will be stored in a Microsoft Word file as well as in a “locked” copy as a PDF. The Word file is to be used for all future versions of GSA Policy until an approved alternative is found. Each time GSA Policy is revised, they are to be saved with the filename “PM-YYYYMMDD” where YYYY is the four (4) digit reference for the year, MM is the two (2) digit reference for the month, and DD is the two (2) digit reference for the day. For two (2) digit numbers below 10, the date will be recorded as 01, 02, 03, etc. The revision date recorded in the list of revision dates is the date of the GSA Council meeting at which the changes were approved. The PDF version should be published to the GSA website. GSA Policy is stored both electronically and in hard copy.

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

When GSA Policy is changed, as directed by GSA Council, a printed official copy and a copy of the Word and PDF files are to be stored within the GSA central filing system, which the Speaker may access at any time.

***Archiving***

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

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

### **User's Guide to the Integrated GSA Bylaw & Policy**

- GSA Bylaws are the rules that govern the GSA, which the GSA is allowed to make under the *Post-Secondary Learning Act* Section 95(2).
- GSA Policies are the general principles by which the GSA is run, and typically elaborate on rules set out in GSA Bylaw.
- GSA Bylaw and GSA Policy are distinguished from each other through the headers of each section, which indicate if it is Bylaw or Policy.
- GSA Bylaw always comes before relevant GSA Policy. Not all Bylaws have related Policies, and vice versa.
- Footnotes indicate the date changes were made and the governing body that approved the changes. A full list of revision dates is available at the end of this document.
- GSA Policy has tables at the beginning which outline the purpose and scope of the Policy, related sections of GSA Bylaw and Policy, and related forms (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 Policy that has related sections of GSA Bylaw and Policy, users should turn to those sections to ensure they have a full understanding of the complete governance of the topic at hand.
- From time to time throughout the document, there are notes from GSA management. These notes are informational in nature and provide clarification on GSA Policy, but are not part of GSA Policy.

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## **Section A: Authority**

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

#### **A.BYL.1 General**<sup>4</sup>

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

#### **A.BYL.2 GSA Policy**

- A.BYL.2.1 GSA Policy will contain all policies passed by GSA Council except as contained in any other governing document.
- A.BYL.2.2 GSA Policy is under the jurisdiction of GSA Council (Section C: GSA Council, GSA Bylaw, GSA Council) and may be amended by a simple majority vote of GSA Council at any meeting of GSA Council.

#### **A.BYL.3 GSA Board Policy**<sup>5</sup>

- A.BYL.3.1 GSA Board Policy details high-level operational policies of the GSA.
- A.BYL.3.2 GSA Board Policy is under the jurisdiction of the GSA Board (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.

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<sup>3</sup> Approved by GSA Council on 13 December 2010.

<sup>4</sup> Amended by the Annual General Meeting on 28 March 2011.

<sup>5</sup> Amended by GSA Council on 14 March 2011.

## **Section B: Members**

### **GSA Bylaw: Members**<sup>6</sup>

#### **B.BYL.1 Members**<sup>7</sup>

- B.BYL.1.1 Membership in the GSA consists of:
- B.BYL.1.1.a All full-time graduate students while they are registered at the University,
  - B.BYL.1.1.b All part-time graduate students while they are registered at the University,
  - B.BYL.1.1.c All associate members, and
  - B.BYL.1.1.d All honorary members.
- B.BYL.1.2 GSA Council (Section C: GSA Council, GSA Bylaw, GSA Council) may elect to associate membership of the GSA to any member(s) or class of members of the University community it considers appropriate.
- B.BYL.1.3 GSA Council (Section C: GSA Council, GSA Bylaw, GSA Council) may confer an honorary membership of the GSA upon any person(s) deemed worthy of the honour.

#### **B.BYL.2 Membership Fees**<sup>8</sup>

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

#### **B.BYL.3 Rights, Privileges, and Responsibilities of Members**<sup>9</sup>

- B.BYL.3.1 All current full-time and part-time graduate students are eligible to vote in all GSA elections.
- B.BYL.3.2 All members of the GSA may attend GSA Council meetings as observers, subject to the rules of order of the assembly.
- B.BYL.3.3 All members of the GSA have the privilege of booking meeting rooms in accordance with GSA Board Policy.
- B.BYL.3.4 All members of the GSA must exercise shared responsibility in monitoring for potential conflicts of interest within the GSA, as defined in Section H: Performance, Conduct, Responsibilities, and Attendance, and the GSA Appeals and Complaints Board, GSA Policy, Performance and Conduct, Conflict of Interest, and Conflict of Commitment and Section H: Performance, Conduct, Responsibilities, and Attendance, and the GSA Appeals and Complaints Board, GSA Policy, Responsibilities and Attendance of GSA Standing Committee Members, and Representatives on University Governing Bodies and Committees.

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<sup>6</sup> Amended by GSA Council on 14 March 2011. Editorial revisions made by the GSA Governance Committee on 28 May 2015.

<sup>7</sup> Amended by the Annual General Meeting on 28 March 2011.

<sup>8</sup> Amended by GSA Council on 14 March 2011. Editorial revisions made by the GSA Governance Committee on 13 March 2014 (Chair and Vice-Chair under delegated authority from the GSA Governance Committee).

<sup>9</sup> Amended by GSA Council on 14 March 2011.



## **Section C: GSA Council**

### **GSA Bylaw: GSA Council**<sup>10</sup>

#### **C.BYL.1 Mandate**<sup>11</sup>

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

#### **C.BYL.2 GSA Council Composition**<sup>12</sup>

- C.BYL.2.1 GSA Council is comprised of:
- C.BYL.2.1.a All Directly-Elected Officers as voting members,
  - C.BYL.2.1.b All Council-Elected Officers and Deputies as non-voting members,
  - C.BYL.2.1.c One (1) graduate student elected from each department, faculty, or extra-departmental unit at the University that offers a graduate program (Departmental Councillors) as voting members,
  - C.BYL.2.1.d Ten (10) Councillors-at-Large (CALs) as voting members, and
  - C.BYL.2.1.e The GSA Directors as non-voting members.
- C.BYL.2.2 Councillors
- C.BYL.2.2.a Departmental Councillors and their alternates will be elected (or, in the case of alternates, appointed) annually for a one (1) year term by graduate students from their department ('constituents') according to their own procedures or their group Constitution.
  - C.BYL.2.2.b The duties of Departmental Councillors will be:
    - C.BYL.2.2.b.i To act as the primary liaison between the GSA and their constituents, including sending their constituents a brief report on GSA Council meetings and soliciting feedback,
    - C.BYL.2.2.b.ii To attend all meetings of GSA Council or, if they are unable to attend, to ensure their alternate can attend in their place, and
    - C.BYL.2.2.b.iii To ensure that the Speaker and GSA office are kept up to date with their names, departmental addresses, and contact information.
  - C.BYL.2.2.c Departmental graduate student groups, as represented by their Departmental Councillors, will be eligible to receive a portion of the GSA Council Remuneration budget as specified in GSA Board Policy.
- C.BYL.2.3 CALs
- C.BYL.2.3.a CALs will be elected annually (Section I: Elections, GSA Bylaw, Elections), with their terms to run from May 1 until April 30 of the following year:
    - C.BYL.2.3.a.i In the case of CALs, 'constituents' will refer to all members of the GSA.
  - C.BYL.2.3.b The duties of CALs will be:
    - C.BYL.2.3.b.i To attend all meetings of GSA Council,

<sup>10</sup> Amended by GSA Council on 16 April 2012, 22 June 2015, and 15 May 2017. Editorial revisions made by the GSA Governance Committee on 5 May 2015 (Chair and Vice-Chair under delegated authority from the GSA Governance Committee) and 14 July 2015 (Chair and Vice-Chair under delegated authority from the GSA Governance Committee).

<sup>11</sup> Amended by the Annual General Meeting on 28 March 2011.

<sup>12</sup> Amended by the Annual General Meeting on 28 March 2011.

C.BYL.2.3.b.ii To ensure that the Speaker and GSA office are kept up to date with their names, departmental addresses, and contact information, and

C.BYL.2.3.b.iii To provide additional voices on GSA Council from those offered by Departmental Councillors.

### **C.BYL.3 Meetings<sup>13</sup>**

- C.BYL.3.1 Regular meetings of GSA Council will be scheduled to be held on a monthly basis in accordance with Standing Orders of GSA Council.
- C.BYL.3.2 Special meetings have specific and limited agendas and may be called when important matters arise for decision either between regular meetings or at a time when pressure of business would not allow them to be adequately disposed of at a scheduled meeting. Provisions governing scheduled meetings will apply to special meetings. With reasonable notice (when possible five (5) working days (“Working Day” means a day the GSA office is open)), special meetings may be called by the Speaker following receipt of any of the following:
  - C.BYL.3.2.a A Motion of GSA Council at any GSA Council meeting,
  - C.BYL.3.2.b A Motion of the GSA Board,
  - C.BYL.3.2.c A petition signed by ten (10) or more members of GSA Council, to be received by the GSA Board, or
  - C.BYL.3.2.d A petition signed by at least one hundred (100) members of the GSA.
- C.BYL.3.3 Any request for a special meeting of GSA Council as denoted in Section C.BYL.3.2 will specify the intended purpose of that meeting, and all business at the meeting must, unless otherwise mandated by GSA Bylaw, be restricted to the specified purpose of the meeting.
- C.BYL.3.4 Quorum for any GSA Council meeting will consist of thirty (30) voting members of GSA Council.
- C.BYL.3.5 GSA Council meetings will be conducted according to the Standing Orders of GSA Council.
  - C.BYL.3.5.a GSA Council has the authority to make alterations to the Standing Orders of GSA Council by a simple majority vote at one (1) meeting of GSA Council.

### **C.BYL.4 Attendance**

- C.BYL.4.1 There will be a policy governing attendance at GSA Council (see Section C: GSA Council, GSA Policy, GSA Council Attendance).

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<sup>13</sup> Amended by GSA Council on 16 April 2012 and 24 October 2016.

**GSA Policy: GSA Council Attendance**<sup>14</sup>

<b>Purpose:</b> To outline policies and procedures related to GSA Council attendance.	
<b>Scope:</b> This policy governs attendance at GSA Council.	
<b>Related GSA Bylaw and Policy</b>	Section C: GSA Council, GSA Bylaw, GSA Council, Section C.BYL.4, Attendance
<b>Related Forms</b>	None

**C.POL.5 Attendance****C.POL.5.1 Directly-Elected Officers**

- C.POL.5.1.a Directly-Elected Officers (DEOs) are expected to attend all GSA Council meetings and do not have alternates.
- C.POL.5.1.b If a Vice-President (VP) cannot attend a meeting, they will provide an advance written reason to the President and Speaker. If a VP misses two (2) consecutive GSA Council meetings or a total of three (3) GSA Council meetings during their term, without an advance written reason acceptable to the President and Speaker, the Speaker, in consultation with the President and the Executive Director (ED), will consider what action(s) should be taken.
- C.POL.5.1.c If the President cannot attend a meeting, they will provide an advance written reason to the Speaker and Deputy Speaker. If the President misses two (2) consecutive GSA Council meetings or a total of three (3) GSA Council meetings during their term, without an advance written reason acceptable to the Speaker and Deputy Speaker, the Speaker, in consultation with the Deputy Speaker and the ED, will consider what action(s) should be taken.

**C.POL.5.2 Council-Elected Officers**

- C.POL.5.2.a The Speaker, Chief Returning Officer (CRO), and Senator are expected to attend all GSA Council meetings.
- C.POL.5.2.b If the Speaker cannot attend a meeting, they will provide an advance written reason to the President and the Deputy Speaker. If the Speaker misses two (2) consecutive GSA Council meetings or a total of three (3) GSA Council meetings during their term, without an advance written reason acceptable to the President and the Deputy Speaker, the President, in consultation with the Deputy Speaker and the ED, will consider what action(s) should be taken.
- C.POL.5.2.c If the CRO cannot attend a meeting, they will provide an advance written reason to the Speaker and the Deputy Returning Officer (DRO). If the CRO miss two (2) consecutive GSA Council meetings or a total of three (3) GSA Council meetings during their term, without an advance written reason acceptable to the Speaker and the DRO, the Speaker, in consultation with the DRO and the ED, will consider what action(s) should be taken.
- C.POL.5.2.d If the Deputy Speaker or DRO cannot attend a meeting, they will provide an advance written reason to the Speaker and the President. If the Deputy Speaker or DRO miss two (2) consecutive GSA Council meetings or a total of three (3) GSA Council meetings during their term, without an advance written reason acceptable to the Speaker and the President, the Speaker, in consultation with the President and the ED, will consider what action(s) should be taken.

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<sup>14</sup> Approved by GSA Council on 25 May 2015. Amended by GSA Council on 20 July 2015.

- C.POL.5.2.e If the Senator cannot attend a meeting, they will provide an advance written reason to the Speaker and the President. If the Senator miss two (2) consecutive GSA Council meetings or a total of three (3) GSA Council meetings during their term, without an advance written reason acceptable to the Speaker and the President, the Speaker, in consultation with the President and the ED, will consider what action(s) should be taken.
- C.POL.5.3 Departmental Councillors
  - C.POL.5.3.a It is a duty of a Departmental Councillor “to attend all meetings of GSA Council or, if they are unable to attend, to ensure their alternate can attend in their place” (Section C: GSA Council, GSA Bylaw, GSA Council, Section C.BYL.2.2.b.ii). If both the Departmental Councillor and the alternate cannot attend a meeting, they will provide an advance written reason to the Speaker. If a Departmental Councillor or alternate misses two (2) consecutive GSA Council meetings or a total of three (3) GSA Council meetings within a year, without an advance written reason acceptable to the Speaker and the Deputy Speaker, the Speaker, in consultation with the Deputy Speaker and the ED, will declare the position vacant and seek to have the position filled (see Section C: GSA Council, GSA Bylaw, GSA Council, Section C.BYL.2.2.a).
- C.POL.5.4 Councillors-at-Large
  - C.POL.5.4.a Councillors-at-Large (CALs) are expected to attend all GSA Council meetings (see Section C: GSA Council, GSA Bylaw, GSA Council, Section C.BYL.2.3.b.i). CALs do not have alternates. If a CAL cannot attend a meeting, they will provide an advance written reason to the Speaker. If a CAL misses two (2) consecutive GSA Council meetings or a total of three (3) GSA Council meetings during their term, without an advance written reason acceptable to the Speaker and the Deputy Speaker, the Speaker, in consultation with the Deputy Speaker and the ED, will initiate discussion with GSA Council on the action(s) to be taken.

**Section D: GSA Officers****GSA Bylaw: GSA Officers<sup>15</sup>****D.BYL.1 General<sup>16</sup>**

D.BYL.1.1 The Officers of the GSA comprise:

D.BYL.1.1.a Directly-Elected Officers (DEOs) and

D.BYL.1.1.b Council-Elected Officers.

D.BYL.1.2 The GSA has the following DEOs:

D.BYL.1.2.a The President,

D.BYL.1.2.b The Vice-President Academic (VPA),

D.BYL.1.2.c The Vice-President External (VPE),

D.BYL.1.2.d The Vice-President Labour (VPL), and

D.BYL.1.2.e The Vice-President Student Services (VPSS).

D.BYL.1.3 The GSA has the following Council-Elected Officers:

D.BYL.1.3.a The Chief Returning Officer (CRO),

D.BYL.1.3.b The Senator, and

D.BYL.1.3.c The Speaker.

D.BYL.1.4 Stipends and Honoraria:

D.BYL.1.4.a DEOs will be paid a stipend and the CRO and Speaker will be paid an honorarium as detailed in the GSA's annual GSA Council approved budget.

D.BYL.1.4.b Any changes in the stipend above the Consumer Price Index are subject to explicit approval by GSA Council. Any changes to the honorarium are subject to explicit approval by GSA Council.

**D.BYL.2 DEOs<sup>17</sup>**

D.BYL.2.1 Selection

D.BYL.2.1.a DEOs will be elected annually pursuant to Section I: Elections, GSA Bylaw, Elections.

D.BYL.2.1.b The term of each DEO is from May 1 until April 30 of the following year.

D.BYL.2.2 Duties of Individual Portfolios

D.BYL.2.2.a The President is the chief executive officer of the GSA and is responsible for the GSA's overall operations as well as external and University affairs. The President leads the GSA on the Board of Governors and General Faculties Council (GFC).

D.BYL.2.2.b The VPA is responsible for academic matters and affairs concerning graduate students, and other issues as assigned. VPA serves as the GSA's statutory member on the GFC.

D.BYL.2.2.c The VPE is responsible for external representation and advocacy, along with the GSA President, and other issues as assigned.

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<sup>15</sup> Amended by GSA Council on 14 March 2011. Editorial revisions made by the GSA Governance Committee on 12 July 2015.

<sup>16</sup> Amended by the Annual General Meeting on 28 March 2011 and amended by GSA Council on 20 January 2014.

<sup>17</sup> Amended by the Annual General Meeting on 28 March 2011 and amended by GSA Council on 20 January 2014.

- D.BYL.2.2.d The VPL is responsible for labour-related matters concerning graduate students and other issues as assigned.
- D.BYL.2.2.e The VPSS is responsible for GSA and University services provided to graduate students and other issues as assigned.
- D.BYL.2.2.f Specific responsibilities of the President and Vice-Presidents are outlined in GSA Policy.

### **D.BYL.3 Council-Elected Officers<sup>18</sup>**

- D.BYL.3.1 Election of Speaker, Deputy Speaker, CRO, and Deputy Returning Officer (DRO)
  - D.BYL.3.1.a Unless otherwise specified, Council-Elected Officers will be GSA members.
  - D.BYL.3.1.b The GSA Nominating Committee (GSA NoC) will open nominations for Speaker, Deputy Speaker, CRO, and DRO on or about May 1 of every year by email to every graduate student.
  - D.BYL.3.1.c Nominations for Speaker, Deputy Speaker, CRO and DRO will be submitted in writing to the GSA NoC by May 30 or the next following working day.
  - D.BYL.3.1.d The GSA NoC will follow its legislated process in forwarding one or more nominations to GSA Council except that the GSA NoC may not waive advertising. Note that the legislated GSA NoC process allows for Councillors to make additional nominations.
  - D.BYL.3.1.e In the case of a resignation or other vacancy in the Speaker or CRO position as determined by the GSA NoC, the GSA NoC will advertise the position and arrange for election by GSA Council in the most expedient way possible.
  - D.BYL.3.1.f Candidates are not allowed to run for multiple positions and, if elected, may not hold other Council-Elected Officer positions.
- D.BYL.3.2 Election of Senator
  - D.BYL.3.2.a Nominations for Senator will open on or about April 1 of every year or on another date set by the GSA NoC in order to ensure that the position of Senator is continuously filled. The nomination period will normally be one (1) month.
  - D.BYL.3.2.b The GSA NoC will follow its legislated process in forwarding one or more nominations to GSA Council except that the GSA NoC may not waive advertising. Note that the legislated GSA NoC process allows for Councillors to make additional nominations.
  - D.BYL.3.2.c The Senator will be elected by a simple majority vote of GSA Council, normally for a one (1) year term, at the May meeting of GSA Council. If the matter is urgent, a mail or electronic ballot may be held before the May meeting.
  - D.BYL.3.2.d In the case of a resignation or other vacancy in the Senator position as determined by the GSA NoC, the GSA NoC will advertise the position and arrange for election by GSA Council in the most expedient way possible.
- D.BYL.3.3 Duties
  - D.BYL.3.3.a The CRO is responsible for running all GSA elections and referenda.
  - D.BYL.3.3.b The Senator is the GSA's representative to the University of Alberta Senate.
  - D.BYL.3.3.c The Speaker is responsible for presiding over all meetings of GSA Council.
  - D.BYL.3.3.d Duties of the Deputy Speaker and DRO are to assist the Speaker and CRO as needed.
  - D.BYL.3.3.e All Council-Elected Officers and Deputies are non-voting members of GSA Council.
  - D.BYL.3.3.f Further duties of Council-Elected Officers may be found in GSA Policy.

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<sup>18</sup> Amended by GSA Council on 11 June 2012. Editorial revisions made by the GSA Governance Committee on 3 April 2017.

**GSA Policy: GSA Officer Portfolios**<sup>19</sup>

<b>Purpose:</b> To outline the duties of and qualifications for the GSA Officer positions.	
<b>Scope:</b> This policy sets out GSA Council's expectations of GSA Officers.	
<b>Related GSA Bylaw and Policy</b>	<p>Section C: GSA Council, GSA Bylaw, GSA Council</p> <p>Section D: GSA Officers, GSA Bylaw, GSA Officers</p> <p>Section H: Performance, Conduct, Responsibilities, and Attendance, and the GSA Appeals and Complaints Board, GSA Policy, Performance and Conduct, Conflict of Interest, and Conflict of Commitment</p> <p>Section H: Performance, Conduct, Responsibilities, and Attendance, and the GSA Appeals and Complaints Board, GSA Policy, Responsibilities and Attendance of GSA Standing Committee Members, and Representatives on University Governing Bodies and Committees</p> <p>GSA Board Policy, Section 5, Designation of Executive Vice-President and Line of Succession for Acting President</p> <p>GSA Board Policy, Section 9, Line of Succession for Chair of the GSA Board</p>
<b>Related Forms</b>	None

**D.POL.4 General Information and Qualifications**

- D.POL.4.1 Elected Officers and candidates must have schedules that allow them to attend preset meeting dates for the University committees their position requires them to attend.
- D.POL.4.2 Elected Officers and candidates for elected office will have as much flexibility as possible in their schedules in order to fulfill the duties of their position.
- D.POL.4.3 Elected Officers and candidates for elected office will abide by all GSA Bylaws and Policies with respect to performance and conduct, conflict of interest, and conflict of commitment.
- D.POL.4.4 Elected Officers and candidates for elected office will self-disclose any conflict of commitment or conflict of interest, real or perceived, to the President and/or Executive Director (ED) as soon as it arises.
- D.POL.4.5 Elected Officers and candidates for elected office will be registered graduate students in good academic standing.
- D.POL.4.6 Elected Officers and candidates for elected office will have exceptional interpersonal and communication skills, proven critical thinking ability, ability to analyze policy, and ability to assess large amounts of governance information in order to determine when to "jump in" to a University governing body, committee, or process in order to ensure that the GSA voice is heard.
- D.POL.4.7 Elected Officers and candidates for elected office must be able to work in an environment that is fast-paced, collegial, cooperative, and respectful.
- D.POL.4.8 Depending on the unique backgrounds and skills of Directly-Elected Officers (DEOs), they may be called upon to assist with special projects, new initiatives, or aspects of a colleague's portfolio. All DEOs may serve as a delegate for another DEO on any University governing body or committee that allows for such delegation. The GSA Board (GSAB) will be consulted on such delegations and they will be reported to GSA Council.

<sup>19</sup> Amended by GSA Council on 14 March 2011, 21 October 2013, 21 January 2014, and 17 November 2014. Editorial revisions made by the GSA Governance Committee on 28 May 2015 and on 3 April 2017.

- D.POL.4.9 All DEOs will serve as substitutes for each other on governing bodies and committees as needed and where allowed. The GSAB will be consulted on such substitutions and they will be reported to GSA Council.
- D.POL.4.10 All DEOs will assist with departmental orientations as needed and will participate in non-advocacy and relationship building events (eg, U School Convocation, convocation ceremonies, etc) as needed.
- D.POL.4.11 The duties for each DEO position will be regularly reviewed.
- D.POL.4.12 DEOs will report monthly to GSA Council in writing; these reports will be shared publicly. Reports will include a list of all meetings attended, as well as highlights of work done, initiatives involved with, etc since previous reports. DEOs will also report orally to GSA Council at each meeting attended.

### **D.POL.5 President<sup>20</sup>**

#### D.POL.5.1 Duties

- D.POL.5.1.a As President and CEO of the GSA, the President has overall responsibility for ensuring the long-term effectiveness of the GSA at all levels, and serves as a signatory of all major contracts and agreements.
- D.POL.5.1.b The President will name an Executive Vice-President and, should the President be unable to act for any reason (eg illness, research field trip), as determined by the Speaker and ED, the Executive Vice-President will assume the President's duties; any such instance will be reported to GSA Council at its next subsequent meeting. A second Vice-President will also be designated to serve as Acting President should the President and Executive Vice-President be unable to act for any reason (see also GSA Board Policy, Section 5, Designation of Executive Vice-President and Line of Succession for Acting President).
- D.POL.5.1.c The President ensures that the GSA carries out its legal functions as specified in the *Post-Secondary Learning Act*.
- D.POL.5.1.d The President leads the organization internally by shaping a cohesive, cross-trained, dynamic team of Vice-Presidents and managers, and by developing relationships with the University Vice-Presidents, Chair of the Board of Governors (BoG), and Chancellor that advance the GSA's strategic goals.
- D.POL.5.1.e The President leads development of a strategic work plan for the GSA and works in concert with the Vice-President Labour (VPL) to craft the GSA's bargaining position and to strategize concerning tuition and other crucial, "big ticket" issues facing graduate students.
- D.POL.5.1.f The President leads the GSA on bodies external to the GSA. This includes:
  - D.POL.5.1.f.i Membership on the BoG and General Faculties Council (GFC),
  - D.POL.5.1.f.ii Playing a lead role in provincial lobbying, along with the VP External (VPE),
  - D.POL.5.1.f.iii Active participation in any national, provincial, and municipal advocacy groups or initiatives in which the GSA is involved, along with the VPE, and
  - D.POL.5.1.f.iv Advocating for graduate student issues at the municipal, provincial, and federal levels, along with the VPE.
- D.POL.5.1.g The President carries out the above in large part through excellent navigation through a complex governance system, by managing a diverse set of human and financial resources, and by tending constantly to maintenance of key personal and professional relationships.

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<sup>20</sup> Amended by GSA Council on 20 January 2014 and 17 November 2014.



- D.POL.5.1.h As per GSA Bylaw and Policy, the GSA President will normally represent the GSA on search and review committees of the University President, Vice-Presidents, Provost, Vice-Provosts, and Deans (where indicated in the composition of the committee) or equivalents. In the case where a delegate must be found (normally another DEO), the GSA President will consult with the GSA NoC.
  - D.POL.5.1.i The President maintains the relationship with TD Insurance Meloche Monnex, provider of insurance and other such services for graduate students and may delegate this responsibility.
  - D.POL.5.1.j The President oversees, in consultation with other DEOs and the Executive Director (ED) or delegate, all GSA events.
  - D.POL.5.1.k The President is an active participant in events associated with Alumni Weekend.
  - D.POL.5.1.l The President keeps a watchful eye on the hours spent by the Vice-Presidents (VPs) on their portfolios in order to balance work-loads.
  - D.POL.5.1.m The position of President requires daily contact with the ED and Executive Coordinator (EC), weekly contact with the ED on financial matters, daily or weekly contact with the VPL as needed, and at least weekly contact with the VPE, Vice-President Academic (VPA), and Vice-President Student Services (VPSS).
  - D.POL.5.1.n The position of President totals approximately thirty (30) to forty (40) hours per week on average and will include evenings and weekends and, along with the VPE, more participation in travel associated with conferences and advocacy opportunities than found in other portfolios. This time includes but is not limited to both time spent preparing for and attending formal meetings as well as time spent reading and responding to emails, participation in travel associated with conferences and advocacy opportunities, work done on various projects and initiatives, informal strategic and problem-solving meetings, etc.
- D.POL.5.2 Committees
- D.POL.5.2.a The President chairs the following GSA Standing Committees:
    - D.POL.5.2.a.i The GSAB (see also GSA Board Policy, Section 10, Line of Succession for Chair of the GSA Board),
    - D.POL.5.2.a.ii The GSA Governance Committee (GSA GC), and
    - D.POL.5.2.a.iii The GSA Budget and Finance Committee (GSA BFC).
  - D.POL.5.2.b The President or delegate chairs any committees or caucuses associated with provincial lobbying.
  - D.POL.5.2.c The President is a member of the GSA GFC Caucus and GSA Faculty of Graduate Studies and Research (FGSR) Council Caucus.
  - D.POL.5.2.d The President is a member of the following University boards and committees:
    - D.POL.5.2.d.i The BoG,
    - D.POL.5.2.d.ii The Board Finance and Property Committee,
    - D.POL.5.2.d.iii The Board Learning and Discovery Committee,
    - D.POL.5.2.d.iv The Board Safety, Health, and the Environment Committee, normally delegated to a VP by the full BoG,
    - D.POL.5.2.d.v The Board University Relations Committee,
    - D.POL.5.2.d.vi GFC,
    - D.POL.5.2.d.vii The GFC Academic Planning Committee,
    - D.POL.5.2.d.viii The GFC Campus Law Review Committee (GFC CLRC),
    - D.POL.5.2.d.ix The University Tuition Budget Advisory Committee (TBAC),
    - D.POL.5.2.d.x Any committee related to Mandatory Non-Instructional Fees, and

D.POL.5.2.d.xi Any committee related to graduate student market modifiers.

D.POL.5.3 Qualifications

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

**D.POL.6 Vice-President Academic**

D.POL.6.1 Duties

D.POL.6.1.a The VPA is the GSA's voice at the central governance table on all matters related to the academic life of a graduate student.

D.POL.6.1.b The responsibilities of the VPA mirror the responsibilities of the University Provost and Vice-Provosts and embrace a wide swath of essential matters, from grading/assessment to use of email; the list of committees the VPA attends provide a clear picture of the depth and breadth of this portfolio.

D.POL.6.1.c The VPA may be assigned by the President to serve as the lead on special projects and initiatives (eg international graduate student issues).

D.POL.6.1.d The position of VPA requires regular weekly contact with the President, ED, EC, and the other VPs.

D.POL.6.1.e The position of VPA totals approximately twenty (20) to thirty (30) hours per week on average and may include evenings and weekends. This includes but is not limited to both time spent preparing for and attending formal meetings as well as time spent reading and responding to emails, participation in travel associated with conferences and advocacy opportunities, work done on various projects and initiatives, informal strategic and problem-solving meetings, etc.

D.POL.6.2 Committees

D.POL.6.2.a The VPA is a member of the GSA Negotiating Committee (GSA NC) (as Vice-Chair).

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

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

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

### D.POL.6.3 Qualifications

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

## **D.POL.7 Vice-President External<sup>21</sup>**

### D.POL.7.1 Duties

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

### D.POL.7.2 Committees

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

### D.POL.7.3 Qualifications

- D.POL.7.3.a Candidates should have some experience with student life issues.
- D.POL.7.3.b Experience with external advocacy or representation would be advantageous.

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<sup>21</sup> Amended by GSA Council on 25 July 2011, 20 January 2014, and 17 November 2014.

**D.POL.8 Vice-President Labour<sup>22</sup>****D.POL.8.1 Duties**

- D.POL.8.1.a The VPL is the chief negotiator of the Collective Agreement (CA) with the University covering all graduate student assistantships.
- D.POL.8.1.b The VPL also negotiates other matters with the University related to graduate student assistantships and issues regarding interpretation of the CA.
- D.POL.8.1.c The VPL receives and seeks resolution of complaints and concerns from graduate students about assistantship matters, working in concert with the ED (or delegate) and other offices as required.
- D.POL.8.1.d The VPL may be assigned by the President to serve as the lead on special projects and initiatives (eg international graduate student issues).
- D.POL.8.1.e The VPL may be assigned by the President to take on specific labour-related projects (eg reviewing departmental graduate studies policies for CA compliance to ensure compliance with the CA and other efforts with respect to education and compliance with the CA).
- D.POL.8.1.f The position of VPL requires close contact with the ED (or delegate) on labour-related matters as they arise and regular weekly contact with the President, ED (or delegate), EC, and the other VPs.
- D.POL.8.1.g The position of VPL totals approximately twenty (20) to thirty (30) hours per week on average and may include evenings and weekends. This includes but is not limited to both time spent preparing for and attending formal meetings as well as time spent reading and responding to emails, participation in travel associated with conferences and advocacy opportunities, work done on various projects and initiatives, informal strategic and problem-solving meetings, etc.

**D.POL.8.2 Committees**

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

**D.POL.8.3 Qualifications**

- D.POL.8.3.a Candidates should have a background in law and/or business and/or labour issues.
- D.POL.8.3.b Previous experience on the GSA LRC or the GSA NC would be both desirable and advantageous.

**D.POL.9 Vice-President Student Services<sup>23</sup>****D.POL.9.1 Duties**

- D.POL.9.1.a The VPSS has overall responsibility for the proper disposition of funds received from the University for disbursement to graduate students, and works closely with GSA management in this regard; these funds presently support GSA Academic Travel Awards, GSA Emergency Bursaries, and GSA Child Care Grants.

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<sup>22</sup> Amended by GSA Council on 20 January 2014 and 17 November 2014.

<sup>23</sup> Amended by GSA Council on 25 July 2011 and 17 November 2014.

- D.POL.9.1.b The VPSS oversees the GSA Health and Dental Plan and Graduate Student Assistance Program, and ensures that there is solid value for these services for the dedicated fees paid by graduate students to support them.
  - D.POL.9.1.c The VPSS is responsible for connecting with departmental graduate student associations, and supporting graduate student groups and graduate student engagement in the GSA.
  - D.POL.9.1.d The VPSS will maintain awareness of student groups with respect to risk management and work closely with the ED in this respect.
  - D.POL.9.1.e The VPSS is overall in charge of attending University committees that discuss space for the University community, including collaborative social space, housing, social space, and any other space that the GSA deems is needed or which may be part of any memoranda of understanding the GSA has signed in the past (eg the various Power Plant agreements). This area of responsibility includes close contact with the GFC Facilities Development Committee (GFC FDC), the University Architect and the Associate Vice-President Facilities and Operations or equivalent.
  - D.POL.9.1.f The VPSS is responsible for coordination with University Student Services and the Dean of Students Office regarding all services offered to graduate students by the University (eg Career Services, U-Pass, Student Success Centre, etc). This responsibility includes ensuring that non-instructional mandatory fees paid to the University are returned to students in the form of relevant and timely service provision that meet graduate students' needs.
  - D.POL.9.1.g The VPSS is responsible, in collaboration with the GSAB, for the negotiation of new GSA fee-based services and oversight of newly negotiated GSA fee-based services.
  - D.POL.9.1.h The VPSS may be assigned by the President to serve as the lead on special projects and initiatives (eg international graduate student issues).
  - D.POL.9.1.i The position of VPSS requires regular weekly contact with the President, ED, EC, and the other VPs.
  - D.POL.9.1.j The position of VPSS totals approximately twenty (20) to thirty (30) hours per week on average and may include evenings and weekends. This includes but is not limited to both time spent preparing for and attending formal meetings as well as time spent reading and responding to emails, participation in travel associated with conferences and advocacy opportunities, work done on various projects and initiatives, informal strategic and problem-solving meetings, etc.
- D.POL.9.2 Committees
- D.POL.9.2.a The VPSS is a member of the following University boards and committees:
    - D.POL.9.2.a.i Committees related to the U-Pass (including the committee external to the University),
    - D.POL.9.2.a.ii The GFC FDC,
    - D.POL.9.2.a.iii Committees related to international strategies and international student issues,
    - D.POL.9.2.a.iv Committees related to the Campus Food Bank,
    - D.POL.9.2.a.v Committees related to Dewey's and the North Power Plant,
    - D.POL.9.2.a.vi Committees related to campus space planning,
    - D.POL.9.2.a.vii The ONECard Student Advisory Group,
    - D.POL.9.2.a.viii Committees related to University student services,
    - D.POL.9.2.a.ix The Health Centre Advisory Group, and
    - D.POL.9.2.a.x Committees related to the Physical Activity and Wellness Centre.

## D.POL.9.3 Qualifications

D.POL.9.3.a Candidates should have some experience with student services issues.

**D.POL.10 Chief Returning Officer and Deputy Returning Officer<sup>24</sup>**

## D.POL.10.1 Duties of the Chief Returning Officer

D.POL.10.1.a The Chief Returning Officer (CRO), with advice from the GSA Elections and Referenda Committee (GSA ERC), oversees GSA Elections, By-Elections, and Referenda processes, observing the guiding principle “that they are to be fair, respect the wishes of voters, and conducted in a manner that reflects the excellent, positive reputation of the GSA” (Section I: Elections, GSA Bylaw, Elections, Section I.BYL.1.1 and Section J: Referenda, GSA Bylaw, Referenda, Section J.BYL.1.1).

D.POL.10.1.b The CRO is responsible for monitoring candidate activities and is authorized to discipline candidates for violations of GSA Elections and Referenda Bylaw and Policy as provided for in GSA Elections and Referenda Bylaw and Policy.

D.POL.10.1.c The CRO serves as a non-voting member on the GSA ERC.

## D.POL.10.2 Duties of the Deputy Returning Officer

D.POL.10.2.a The Deputy Returning Officer (DRO) reports directly to the CRO.

D.POL.10.2.b Duties of the DRO are to assist the CRO as needed and to assume all of the roles and responsibilities of CRO if the CRO is absent, or unable to complete their duties for any reason, including conflict of interest.

D.POL.10.2.c The DRO serves as a non-voting member of the GSA ERC.

## D.POL.10.3 Restrictions for CRO and DRO

D.POL.10.3.a The CRO and DRO may not hold any other elected position in the GSA.

D.POL.10.3.b “The Chief Returning Officer (CRO), Deputy Returning Officer, Speaker, Deputy Speaker, members of the GSA Nominating Committee, members of the GSA Appeals and Complaints Board, and members of the GSA Elections and Referenda Committee will remain neutral and not campaign for or endorse any candidate whatsoever” in an election (Section I: Elections, GSA Bylaw, Elections, Section I.BYL.5.3) and “not campaign for or endorse any ‘Yes’ or ‘No’ campaign whatsoever” in a referendum (Section J: Referenda, GSA Bylaw, Referenda, Section J.BYL.6.1).

D.POL.10.3.c Council-Elected Officers will be GSA members. As set out in GSA Bylaw, GSA Council may elect to associate membership of the GSA to any member(s) or class of members of the University community it considers appropriate (Section B: Members, GSA Bylaw, Members, Section B.BYL.1.2).

D.POL.10.3.d The CRO and DRO must be fully willing and able to carry out the position and must be physically present in Edmonton or surrounding areas for the duration of any GSA Election, By-Election, and/or Referendum.

## D.POL.10.4 Qualifications of the CRO and DRO

D.POL.10.4.a The CRO and DRO should ideally have previous experience with administration of student elections.

D.POL.10.4.b Other ideal competencies and qualities for both the CRO and DRO positions include:

D.POL.10.4.b.i Experience acting in a neutral or impartial position

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<sup>24</sup> Approved by GSA Council on 14 March 2011. Amended by GSA Council on 21 October 2013 and 8 December 2014. Amended by the GSA Governance Committee on 17 December 2014 (Chair and Vice-Chair under delegated authority from the GSA Governance Committee).

- D.POL.10.4.b.ii Thorough understanding of GSA Bylaw and Policy, especially with items pertaining to elections and referenda
  - D.POL.10.4.b.iii Thorough knowledge of the organization and its role in the graduate student community
  - D.POL.10.4.b.iv Demonstrated ability to bring disputing parties together to reach decisions based on mutual interests
  - D.POL.10.4.b.v Patience, tact, and discretion
  - D.POL.10.4.b.vi Previous experience effectively dealing with contentious issues (elections or otherwise)
  - D.POL.10.4.b.vii Experience working in a highly politicized environment requiring quick and fair decisions
  - D.POL.10.4.b.viii A schedule that allows for the bulk of election or referenda work to take place in a compressed time-frame (a few weeks)
  - D.POL.10.4.b.ix Experience with mediation and/or conflict resolution
  - D.POL.10.4.b.x Collaborative approach with others (eg members of a committee) in reaching fair-minded decisions
  - D.POL.10.4.b.xi Capable of handling a wide range of tasks effectively and impartially
  - D.POL.10.4.b.xii Sound judgment and good decision-making skills
  - D.POL.10.4.b.xiii Good team player and good communicator
  - D.POL.10.4.b.xiv Can manage stressful situations and
  - D.POL.10.4.b.xv Experience with not-for-profit organizations.
- D.POL.10.5 Roles and Responsibilities of the CRO
- D.POL.10.5.a The CRO, with advice from the GSA ERC, oversees GSA Elections, By-Elections, and Referenda processes within the guiding principles of GSA Elections and Referenda “that they are to be fair, respect the wishes of voters, and conducted in a manner that reflects the excellent, positive reputation of the GSA” (Section I: Elections, GSA Bylaw, Elections, Section I.BYL.1.1 and Section J: Referenda, GSA Bylaw, Referenda, Section J.BYL.1.1).
  - D.POL.10.5.b Preparing for the General Election, By-Elections, and Referenda
    - D.POL.10.5.b.i Participating in all GSA ERC meetings and serving as a non-voting member of the GSA ERC.
    - D.POL.10.5.b.ii With advice from the GSA ERC, approving timelines for the GSA General Election, By-Elections, and Referenda in accordance with GSA Elections and Referenda Bylaw and Policy and communicating these timelines to graduate students.
    - D.POL.10.5.b.iii With advice from the GSA ERC, advertising the nomination period for any GSA General Election or By-Election, the registration period for any Referendum, and voting periods for the General Election, By-Elections, and Referenda.
    - D.POL.10.5.b.iv With advice from the GSA ERC, working to prepare nomination forms for the GSA General Election and By-Elections and registration forms for Referenda with the GSA ERC in accordance with GSA Elections and Referenda Bylaw and Policy.
    - D.POL.10.5.b.v With advice from the GSA ERC, approving nomination and registration forms and ensuring that they comply with GSA Bylaw and Policy.

- D.POL.10.5.b.vi Approving, in consultation with the GSA ERC, the ED or delegate, and the GSA Financial Manager, the electronic software or applications used to run the GSA General Election, By-Elections, or Referenda.
- D.POL.10.5.b.vii With advice from the GSA ERC, approving the format of the electronic ballots for the GSA General Election, By-Elections, and Referenda.
- D.POL.10.5.c All-Candidates Meeting
  - D.POL.10.5.c.i Holding at least one (1) All-Candidates Meeting during a GSA General Election or By-Election, and at least one (1) Meeting of the Campaign Representatives in a Referendum, to communicate bylaws and policies to all candidates and/or referendum Campaign Representatives and answer questions about campaigning rules and regulations in a GSA General Election, By-Election, or Referendum.
- D.POL.10.5.d Planning and Hosting a GSA Election Forum
  - D.POL.10.5.d.i In consultation with the GSA ERC, planning a GSA Election Forum for graduate students to ask candidates questions.
- D.POL.10.5.e Managing and Deciding on Complaints
  - D.POL.10.5.e.i Reviewing and approving campaign materials as per Section I: Elections and Section J: Referenda.
  - D.POL.10.5.e.ii Receiving complaints regarding alleged breaches of GSA Bylaw or Policy, while also actively monitoring any campaign activities during GSA Elections, By-Elections, and Referenda campaign periods.
  - D.POL.10.5.e.iii Managing and ruling on complaints and alleged violations of GSA Bylaw and Policy. The CRO upholds GSA Bylaw and Policy pertaining to GSA Elections, By-Elections, and Referenda, but consults with the DRO, available members of the GSA ERC, and the ED or delegate regarding penalties, remedial action, and/or referrals.
  - D.POL.10.5.e.iv Ensuring candidates or Campaign Representatives in a referendum respect the campaigning spending limits and present receipts by the set deadlines.
  - D.POL.10.5.e.v Observing fair process when dealing with complaints. The CRO observes procedural fairness, and consults with the ED or delegate on fair process.
  - D.POL.10.5.e.vi The CRO keeps a written record. The written record is defined as all actions, communications with candidate(s) and any other(s) also involved and includes but is not restricted to cellphone messages, cellphone text messages, and emails. The written record also includes any written complaints received and the CRO's written reasons for all decisions.
- D.POL.10.5.f Reporting
  - D.POL.10.5.f.i Communicating the results of all GSA General Elections, By-Elections, and Referenda to graduate students.
  - D.POL.10.5.f.ii Submitting a written report to GSA Council following any GSA General Election, By-Election, or Referendum.
  - D.POL.10.5.f.iii Report to GSA Council, in writing, the names of all elected GSA DEOs, following the release of the official results for a GSA General Election or By-Election, for the purposes of transferring bank signing authority (see GSA Bylaw and Policy, Section K: Finances, GSA Policy, Budget Principles, Practices, and Procedures, Section K.POL.6.1).
- D.POL.10.6 Training of the CRO and DRO



- D.POL.10.6.a The CRO and DRO will receive a broad range of training, including but not limited to:
- D.POL.10.6.a.i Writing and communicating decisions for alleged campaign violations
  - D.POL.10.6.a.ii Conflict resolution and mediation training as the CRO is encouraged to bring two (2) parties together to resolve disputes and
  - D.POL.10.6.a.iii Meetings with former GSA or Students' Union CROs.
- D.POL.10.7 Honorarium
- D.POL.10.7.a The CRO is awarded a modest honorarium for overseeing all GSA General Elections, By-Elections, and Referenda.

#### **D.POL.11 Senator<sup>25</sup>**

- D.POL.11.1 Duties
- D.POL.11.1.a The Senator acts as the GSA's representative to the University of Alberta Senate.
- D.POL.11.2 Qualifications
- D.POL.11.2.a The Senator should have prior experience acting as a representative for the GSA and/or as a liaison with bodies external to the University.
- D.POL.11.2.b Council-Elected Officers will be GSA members. As set out in GSA Bylaw, GSA Council may elect to associate membership of the GSA to any member(s) or class of members of the University community it considers appropriate (Section B: Members, GSA Bylaw, Members, Section B.BYL.1.2).

#### **D.POL.12 Speaker<sup>26</sup>**

- D.POL.12.1 Duties
- D.POL.12.1.a The Speaker is responsible for presiding over all meetings of GSA Council and for "[acting] in a neutral capacity and [maintaining] order and decorum in GSA Council so that GSA Council can conduct its business in a fully-informed, fair fashion" (Standing Orders of GSA Council, Role of Speaker).
- D.POL.12.1.b The Speaker is responsible for dealing with any breaches of confidentiality arising in GSA Council (see Section C: GSA Council, GSA Bylaw, GSA Council).
- D.POL.12.1.c The Speaker will see that an agenda package is prepared for all meetings of GSA Council.
- D.POL.12.1.d The Speaker is ultimately responsible for review of the Minutes of meetings of GSA Council prior to their being distributed to GSA Council for approval.
- D.POL.12.1.e The Speaker is responsible for tracking attendance at meetings of GSA Council (see Section C: GSA Council, GSA Policy, GSA Council Attendance).
- D.POL.12.1.f The Speaker oversees the archiving of the official copies of the GSA's governing documents and is responsible for ensuring that up-to-date copies thereof are available to members on the GSA website.
- D.POL.12.1.g The position of Speaker totals approximately two (2) hours per week on average, except for weeks where there is a GSA Council meeting, in which case there is an average of approximately five (5) hours.
- D.POL.12.2 Restrictions
- D.POL.12.2.a The Speaker may not act in any other representative position for the GSA except as provided for in GSA Bylaw and GSA Policy.

<sup>25</sup> Approved by GSA Council on 14 March 2011.

<sup>26</sup> Approved by GSA Council on 14 March 2011. Amended by GSA Council on 17 November 2014.

D.POL.12.2.b The Speaker will not campaign for or endorse any candidate or team whatsoever in a GSA General Election or By-Election (see Section I: Elections, GSA Bylaw, Elections, Section I.BYL.5.3).

D.POL.12.3 Qualifications

D.POL.12.3.a The Speaker must have a good working knowledge of the GSA, its structure, and its governing documents.

D.POL.12.4 Honorarium

D.POL.12.4.a The Speaker is awarded a modest honorarium for overseeing meetings of GSA Council.

**Section E: Nominating****GSA Policy: Nominating<sup>27</sup>**

<b>Purpose:</b> To outline the process and policies for appointing and replenishing representatives to committees, councils, and other bodies requiring graduate student representation.	
<b>Scope:</b> This policy governs the GSA Nominating Committee and all related nomination processes.	
<b>Related GSA Bylaw and Policy</b>	Section D: GSA Officers, GSA Bylaw, GSA Officers Section D: GSA Officers, GSA Policy, GSA Officer Portfolios Section E: Nominating, GSA Policy, GSA Standing Committees, GSA Nominating Committee Section F: GSA Standing Committees, GSA Bylaw, GSA Standing Committees Section H: Performance, Conduct, Responsibilities, and Attendance, and the GSA Appeals and Complaints Board, GSA Policy, GSA Standing Committees, GSA Appeals and Complaints Board Section I: Elections, GSA Policy, Elections Section I: Elections, GSA Policy, GSA Standing Committees, GSA Elections and Referenda Committee GSA Board Policy, GSA Councillor Positions on the GSA Board: Responsibilities
<b>Related Forms</b>	None

**E.POL.1 Advertising and Proactive Identification of Talent**

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

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

- E.POL.2.1 All vacancies on University and external committees, councils, and other bodies will normally be filled by the GSA NoC and reported to GSA Council.
- E.POL.2.2 As the General Faculties Council and its committees, and the Faculty of Graduate Studies and Research Council, Faculty Councils, and their committees normally have one (1) year terms, the GSA NoC will begin searching for nominees a reasonable amount of time before the end of those terms.

<sup>27</sup> Approved by GSA Council on 13 December 2010. Amended by GSA Council on 18 September 2017.

- E.POL.2.3 Positions on other University and external committees, councils, and other bodies vary in number and term, and efforts by the GSA NoC to seek nominees for these positions will begin a reasonable amount of time before the end of those terms.
- E.POL.2.4 As per GSA Bylaw and Policy, the GSA President will normally represent the GSA on search and review committees of the University President, Vice-Presidents, Provost, Vice-Provosts, and Deans (where indicated in the composition of the committee) or equivalents. In the case where a delegate must be found (normally another DEO), the GSA President will consult with the GSA NoC.
- E.POL.2.5 In the event that a DEO is unable to serve on a committee, council, or other body listed in their portfolio, and none of the other DEOs are able to serve as their delegate, the GSA NoC will find a delegate from the graduate student population in consultation with the relevant DEO.
- E.POL.2.6 In any instance where the GSA NoC cannot decide on an appointee to a committee, council, or other body, the matter will be referred to GSA Council.
- E.POL.2.7 In instances where University policy requires that GSA Council elect or ratify a graduate student nominee to a University committee, council, or other body, the GSA NoC will normally advise on the process to be used.
- E.POL.2.8 All nominees are required to provide a brief resume and bio, and a statement on how their skills and experience would be an asset to their work on the committee, council, or other body they wish to serve on. Nominees must be willing to adhere to GSA Policy concerning responsibilities and attendance of representatives on such committees, councils, and other bodies.

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

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

- E.POL.3.2.b Prior to forwarding the names of nominees for GSA Council-Elected Officer positions, the GSA NoC will review the resumes and bios received with reference to eligibility criteria as set out in GSA Bylaw and Policy and will forward the names of nominees who meet the eligibility criteria to GSA Council.
- E.POL.3.3 All nominees are required to provide a brief resume and bio, and a statement on how their skills and experience would be an asset to their work as a Council-Elected Officer or on the GSA Standing Committee, *ad hoc* committee, or subcommittee they wish to serve on. Nominees must be willing to adhere to GSA Policy concerning responsibilities and attendance of representatives on GSA Standing Committees, *ad hoc* committees, and subcommittees, and/or GSA Policy concerning Council-Elected Officer duties and responsibilities.

### **GSA Policy: GSA Standing Committees, GSA Nominating Committee**<sup>28</sup>

#### **E.POL.4 Composition**

- E.POL.4.1 Two (2) members from amongst the five (5) voting members of the GSA Nominating Committee (GSA NoC) will be elected by the GSA NoC to serve as Chair and Vice-Chair for the duration of their time on the GSA NoC or until they resign their positions as Chair and Vice-Chair. The members elected will be reported to GSA Council.
- E.POL.4.2 A total of five (5) graduate student members, including at least two (2) voting members of GSA Council (who may be alternates) elected by GSA Council, and three (3) additional graduate student members elected by GSA Council, as voting members.
- E.POL.4.a The voting members of GSA Council on the GSA NoC will normally be members elected by GSA Council to the GSA Board (GSAB). This will provide the GSA NoC with context regarding the work of various University and external committees, councils, and others bodies, and the strategic issues discussed by the GSAB, given that GSA Council members on the GSAB are meant to have a high-level understanding of GSAB operations and business as per GSA Board Policy.
- E.POL.4.3 The President and the Executive Director (ED) or delegate as non-voting members.
- E.POL.4.4 Vacancies on the GSA NoC will be advertised by the ED or delegate and GSA Speaker. The ED or delegate and GSA Speaker will provide GSA Council with the names of nominees for the GSA NoC who meet the criteria set out in Section E.POL.5, below. These vacancies will be advertised at least twice in advance of the nomination deadline noted in the advertisement.

#### **E.POL.5 Eligibility**

- E.POL.5.1 All members of the GSA are eligible to serve on the GSA NoC unless they intend to run in the GSA General Election or By-Election, intend to serve as a Campaign Representative or volunteer in an upcoming referendum, or they have run in the previous GSA General Election or By-Election or served as a Campaign Representative or volunteer in the last referendum. If standing for election to the GSA NoC, GSA NoC nominees agree not to campaign for or endorse any individual running in the GSA General Election or By-Election, and not to serve as a Campaign Representative or volunteer in any referendum.
- E.POL.5.2 If a GSA NoC member intends to run in a GSA General Election or By-Election, campaign in an upcoming referendum, campaign for or endorse any individual running in the GSA General Election or By-Election, or serve as a Campaign Representative or volunteer in a referendum they will resign from the GSA NoC.

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<sup>28</sup> Approved by GSA Council on 13 December 2010. Amended by GSA Council on 8 December 2014, 21 November 2016, and 18 September 2017.

- E.POL.5.3 Members of the GSA NoC are expected to act with neutrality and impartiality, including declaring conflicts of interest and rising above individual or departmental interests to ensure the best fit between nominees and vacancies.

#### **E.POL.6 Training**

- E.POL.6.1 New members of the GSA NoC will be trained by current GSA NoC members, the ED or delegate, and any other individuals the ED or delegate, in consultation with the GSA NoC, deems necessary in order for the GSA NoC to fulfill its mandate.

#### **E.POL.7 Mandate**

- E.POL.7.1 The business of the GSA NoC will be conducted according to the GSA Policy concerning nominating.
- E.POL.7.2 The GSA NoC is responsible for filling graduate student vacancies on committees, councils, and other bodies requiring such representation other than *ex officio* representation by a Directly-Elected Officer (DEO).
- E.POL.7.3 The GSA NoC is responsible for facilitating the GSA Council election of graduate students to fill vacancies on GSA Standing Committees, *ad hoc* committees, and subcommittees, unless otherwise noted.
- E.POL.7.4 The GSA NoC is responsible for facilitating the election of GSA Council-Elected Officers, By-Elections for GSA Councillor-at-Large positions, and any By-Election for a DEO position vacated after December 1 (or the next working day) and before the next GSA General Election.
- E.POL.7.5 In the case of a resignation or other vacancy (as determined by the GSA Elections and Referenda Committee) in the Chief Returning Officer (CRO) or Deputy Returning Officer (DRO) positions during any GSA Election, By-Election, Referendum, or any other associated election or referenda matter, the GSA NoC may take necessary action to fill the vacancy, including direct appointments or appointments of former CROs, to ensure an Acting or Interim CRO and/or DRO is appointed.
- E.POL.7.6 The GSA NoC is expected to fill vacant positions in a timely fashion to ensure that there is continuity in graduate student representation on committees, councils, and other bodies.
- E.POL.7.7 The GSA NoC leads an annual initiative each October called the Early Call for Talent and Training. During Early Call, graduate students interested in running for elected office are invited to a get-to-know event and are encouraged to participate in a series of training sessions on such topics as University governance, GSA 101, budget and audit basics, collective bargaining, major GSA services, and more. Information is provided about the DEO portfolios and the time commitments involved. These sessions provide a basic set of information that the GSA sees as essential for the effective leadership of the GSA as a corporate entity and for the carrying out of fiduciary duties.

#### **E.POL.8 Meetings**

- E.POL.8.1 The business of the GSA NoC will normally be conducted via e-mail.
- E.POL.8.2 The GSA NoC will normally meet in-person upon new members joining the committee. The purpose of these in-person meetings will be to exchange contact information, provide training, and make any other necessary arrangements for the members to fulfill their duties as outlined in GSA Bylaw and Policy.
- E.POL.8.3 Quorum is three (3) members including either the Chair or Vice-Chair.

- E.POL.8.3.a Under urgent circumstances, in the absence of two (2) members (eg illness, research field trip), quorum is two (2) members including either the Chair or Vice-Chair.

**Section F: GSA Standing Committees****GSA Bylaw: GSA Standing Committees**<sup>29</sup>**F.BYL.1 General**<sup>30</sup>

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

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<sup>29</sup> Approved by the Extraordinary General Meeting on 11 January 2010. Editorial revisions made by the GSA Governance Committee on 3 April 2017.

<sup>30</sup> Amended by GSA Council on 25 July 2011, 21 September 2015, and 15 May 2017.



**GSA Policy: GSA Standing Committees**<sup>31</sup>

<b>Purpose:</b> To outline policies related to GSA Standing Committees.	
<b>Scope:</b> This policy expands on the general operation of GSA Standing Committees and sets out each committee's composition and mandate.	
<b>Related GSA Bylaw and Policy</b>	Section F: GSA Standing Committees, GSA Bylaw, GSA Standing Committees GSA Board Policy, Section 9, Line of Succession for Chair of the GSA Board
<b>Related Forms</b>	None

**F.POL.2 General**

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

<sup>31</sup> Section moved to GSA Policy from GSA Bylaw, GSA Standing Committees, by GSA Council on 8 April 2013. Amended by GSA Council on 15 May 2017. Editorial revisions made by the GSA Governance Committee on 3 April 2017.

- F.POL.2.9.b Terms of reference, including mandate, shall be given to the *ad hoc* committee by GSA Council.
- F.POL.2.9.c Members will be nominated through the GSA NoC and elected by GSA Council. Vacancies arising on *ad hoc* committees will be filled in accordance with GSA Policy, Nominating.
- F.POL.2.9.d In addition to offering regular reports, upon completion of appointed task(s), *ad hoc* committees shall make final reports to GSA Council and, unless otherwise instructed by GSA Council, shall then be dissolved.
- F.POL.2.9.e Whether or not an *ad hoc* committee has fulfilled its mandate from GSA Council, it may be dissolved at any time by the *ad hoc* committee on its own recommendation, or by a majority vote of GSA Council.

### F.POL.3 GSA Board<sup>32</sup>

#### F.POL.3.1 Composition<sup>33</sup>

- F.POL.3.1.a The President as Chair.
- F.POL.3.1.b All DEOs as voting members.
- F.POL.3.1.c All GSA Directors as non-voting members.
- F.POL.3.1.d The Speaker and Senator (Section D: GSA Officers, GSA Bylaw, GSA Officers, Section D.BYL.3) as non-voting members.
- F.POL.3.1.e Up to three (3) members of GSA Council elected by GSA Council as non-voting members.

#### F.POL.3.2 Mandate<sup>34</sup>

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

#### F.POL.3.3 Meetings<sup>35</sup>

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

<sup>32</sup> Approved by the Extraordinary General Meeting on 11 January 2010. Section moved to GSA Policy from GSA Bylaw, GSA Standing Committees, by GSA Council on 8 April 2013.

<sup>33</sup> Amended by the Annual General Meeting on 28 March 2011. Editorial revisions made by the GSA Governance Committee on 3 April 2017.

<sup>34</sup> Amended by GSA Council on 25 July 2011.

<sup>35</sup> Amended by the Annual General Meeting on 28 March 2011.

**F.POL.4 GSA Governance Committee<sup>36</sup>**

## F.POL.4.1 Composition

- F.POL.4.1.a The President as Chair.
- F.POL.4.1.b The Vice-President Labour (VPL) as Vice-Chair.
- F.POL.4.1.c Three (3) members or recent former members of GSA Council elected by GSA Council as voting members.
- F.POL.4.1.d The Speaker and ED (or delegate) as non-voting members.

## F.POL.4.2 Mandate

- F.POL.4.2.a To advise GSA Council on matters of GSA Bylaw and Policy not in the purview of any other GSA Standing Committee, or other governance issues, and recommend changes to GSA Council.
- F.POL.4.2.b Make any editorial changes (such as factual inaccuracies and other editorial issues) to the GSA governing documents as deemed necessary by the GSA GC.
- F.POL.4.2.c As per a Motion approved by the GSA GC on August 9, 2013, and subsequently revised by the GSA GC on February 29, 2016, the Chair and Vice-Chair of the GSA GC have delegated authority to approve “purely editorial” changes. “Purely editorial” changes are defined as punctuation, italicization of Latin terms, capitalization, spelling, font, and re-numbering.

## F.POL.4.3 Meetings

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

**F.POL.5 GSA Budget and Finance Committee<sup>37</sup>**

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

**F.POL.6 GSA Negotiating Committee<sup>38</sup>**

## F.POL.6.1 Composition

- F.POL.6.1.a The VPL as Chair.
- F.POL.6.1.b The Vice-President Academic as Vice-Chair.
- F.POL.6.1.c At least two (2) but no more than three (3) additional graduate student members named by the GSAB as voting members. In naming these graduate student members, the GSAB may consult with the GSA Nominating Committee (GSA NoC).
- F.POL.6.1.d The ED (or delegate) as a non-voting member.

## F.POL.6.2 Mandate

- F.POL.6.2.a The GSA NC will review the Collective Agreement (CA) between the GSA and the University of Alberta for clarity of language and meaning, and will identify areas where interpretation or clarification is required.
- F.POL.6.2.b The GSA NC will prepare the Opening Position to be taken to the CA negotiations between the GSA and the University of Alberta.
- F.POL.6.2.c The GSA NC will report to the GSAB, the GSA Labour Relations Committee (GSA LRC), GSA Council and the GSA membership on the negotiation process and changes to the CA.
- F.POL.6.2.d The GSA NC will present the Opening Position to the University Administration Negotiating Team by the date set within the CA.

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<sup>36</sup> Amended by GSA Council on 25 July 2011.

<sup>37</sup> Amended by GSA Council on 26 September 2011. Editorial revisions made by the GSA Governance Committee on 23 October 2014.

<sup>38</sup> Amended by GSA Council on 11 June 2012.

- F.POL.6.2.e The GSA NC will negotiate the CA, including salary, benefits, policy, and regulations governing graduate student assistantships.
- F.POL.6.2.f The GSA NC will finalize the CA with the University.
- F.POL.6.2.g The GSA NC will submit the final CA reached during negotiations to the next meeting of GSA Council for ratification.

F.POL.6.3 Meetings

- F.POL.6.3.a Quorum is three (3) voting members including either the Chair or Vice-Chair.

**F.POL.7 GSA Awards Selection Committee<sup>39</sup>**

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

**F.POL.8 GSA Labour Relations Committee<sup>40</sup>**

F.POL.8.1 Composition

- F.POL.8.1.a The VPL as Chair.
- F.POL.8.1.b The Vice-President External (VPE) as Vice-Chair.
- F.POL.8.1.c A minimum of four (4) and up to eight (8) graduate student members, elected by GSA Council, as voting members. The GSA LRC Chair, in consultation with the GSA LRC Vice-Chair and the Chair of the GSA NoC, can decide to increase the number of graduate student members on the GSA LRC.

F.POL.8.2 Mandate

- F.POL.8.2.a Advise the VPL and the GSA NC with respect to the development of the Opening Position for CA negotiations and other issues related to negotiations as requested by the VPL.
- F.POL.8.2.b Advise the VPL as requested with respect to educating graduate students on the CA.

F.POL.8.3 Meetings

- F.POL.8.3.a Quorum is four (4) voting members including either the Chair or Vice-Chair.

**F.POL.10 GSA Elections and Referenda Committee<sup>41</sup>**

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

**F.POL.11 GSA Nominating Committee<sup>42</sup>**

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

**F.POL.12 GSA Appeals and Complaints Board<sup>43</sup>**

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

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<sup>39</sup> Amended by GSA Council on 21 October 2013.

<sup>40</sup> Approved by the Extraordinary General Meeting on 11 January 2010.

<sup>41</sup> Amended by the Annual General Meeting on 28 March 2011 and GSA Council on 21 October 2013 and 8 December 2014.

<sup>42</sup> Approved by GSA Council on 13 December 2010. Amended by GSA Council on 8 December 2014.

<sup>43</sup> Amended by GSA Council on 14 March 2011 and 21 October 2013. Section moved to GSA Policy from GSA Bylaw, GSA Standing Committees, by GSA Council on 8 April 2013. Replacement of the GSA Judicial Committee with the GSA Appeals and Complaints Board approved by GSA Council on 20 July 2015.

**Section G: GSA Caucuses**

**GSA Bylaw: GSA Caucuses**<sup>44</sup>

**G.BYL.1 General**<sup>45</sup>

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

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<sup>44</sup> Approved by GSA Council on 14 March 2011. Editorial revisions made by the GSA Governance Committee on 23 January 23 (Chair and Vice-Chair under delegated authority from the GSA Governance Committee) and on 3 April 2017.

<sup>45</sup> Approved by GSA Council on 16 August 2010.

**GSA Policy: GSA Caucuses**<sup>46</sup>

<b>Purpose:</b> To outline policies related to participation in GSA caucuses.	
<b>Scope:</b> This policy sets out the composition, mandate, and Chair's responsibilities for the GSA General Faculties Council Caucus and the GSA Faculty of Graduate Studies and Research Council Caucus.	
<b>Related GSA Bylaw and Policy</b>	Section G: GSA Caucuses, GSA Bylaw, GSA Caucuses
<b>Related Forms</b>	None

**G.POL.2 GSA General Faculties Council Caucus**<sup>47</sup>

## G.POL.2.1 Composition

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

## G.POL.2.2 Mandate

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

## G.POL.2.3 Chair

- G.POL.2.3.a The Chair of the GSA GFC Caucus is responsible for:
  - G.POL.2.3.a.i Setting a time and location at the beginning of each term for the regular meetings of the GSA GFC Caucus and
  - G.POL.2.3.a.ii Preparing the agenda for each GSA GFC Caucus meeting.

**G.POL.3 GSA Faculty of Graduate Studies and Research Council Caucus**<sup>48</sup>

## G.POL.3.1 Composition

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

## G.POL.3.2 Mandate

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

## G.POL.3.3 Chair

- G.POL.3.3.a The Chair of the GSA FGSR Council Caucus is responsible for:

<sup>46</sup> Section moved to GSA Policy from GSA Bylaw, GSA Caucuses, by GSA Council on 8 April 2013. Editorial revisions made by the GSA Governance Committee on 23 January 2014 (Chair and Vice-Chair under delegated authority from the GSA Governance Committee) and on 3 April 2017.

<sup>47</sup> Approved by the Annual General Meeting on 22 March 2010.

<sup>48</sup> Approved by the Annual General Meeting on 22 March 2010.

- G.POL.3.3.a.i Setting a time and location at the beginning of each term for the regular meetings of the Caucus and
- G.POL.3.3.a.ii Preparing the agenda for each GSA FGSR Council Caucus meeting.

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

**GSA Policy: Performance and Conduct, Conflict of Interest, and Conflict of Commitment<sup>49</sup>**

<b>Purpose:</b> This policy governs GSA Officers and GSA members holding elected office and outlines policies and procedures related to responsibilities and attendance of GSA committee members and representatives on University governing bodies and committees.	
<b>Scope:</b> This policy sets out the performance and conduct, and conflict of interest and conflict of commitment of GSA Officers and GSA members holding elected office. This policy governs the responsibilities and attendance of GSA committee members and representatives on University committees.	
<b>Related GSA Bylaw and Policy</b>	Section C: GSA Council, GSA Policy, GSA Council Attendance Section D: GSA Officers, GSA Policy, GSA Officer Portfolios Section H: Performance, Conduct, Responsibilities, and Attendance, and the GSA Appeals and Complaints Board, GSA Policy, GSA Standing Committees, GSA Appeals and Complaints Board
<b>Related Forms</b>	None

**H.POL.1 Performance and Conduct of GSA Officers**

- H.POL.1.1 The GSA expects GSA Officers and Councillors-at-Large (CALs) to contribute to the carrying out of the GSA's fiduciary duty to represent the interests of graduate students at the University of Alberta through conduct that exhibits the highest ethical and professional standards. These graduate student representatives are expected to observe GSA Bylaw and Policy, and are expected to perform their duties with diligence.
- H.POL.1.2 GSA Officers and CALs can be held accountable for their conduct (including conflict of interest or conflict of commitment) and/or the performance of their duties and related matters (including attendance and confidentiality), and may be removed from office (see Section C: GSA Council, GSA Policy, C.POL.5 and Section H: Performance, Conduct, Responsibilities, and Attendance, and the GSA Appeals and Complaints Board, GSA Policy, GSA Standing Committees, GSA Appeals and Complaints Board).

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

- H.POL.2.1 Conflicts of interest are defined as the convergence of a GSA member's personal, financial, or political interests with their professional interests such that an independent observer might reasonably question whether that member's professional actions and/or decisions are improperly influenced by consideration of personal, financial, or political gain or loss.
- H.POL.2.2 No member of the GSA who holds a position of trust and/or authority within the GSA may be perceived as acting with integrity if their actions and/or decisions directly or indirectly result in personal benefit for that member.
- H.POL.2.3 Avoiding Conflicts of Interest
- H.POL.2.3.a Prior to undertaking any activity that may give rise to a conflict of interest, whether or not that activity is within the scope of the member's work at the GSA, a member must disclose that activity.
- H.POL.2.3.b Where prior disclosure is impossible, disclosure must be made as soon as possible after commencement of the activity.

<sup>49</sup> Approved by GSA Council on 14 April 2008. Amended by GSA Council on 13 March 2011. Section moved to GSA Policy from GSA Bylaw, Conduct of Representatives, by GSA Council on 21 September 2015.



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

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

**GSA Policy: Responsibilities and Attendance of GSA Standing Committee, GSA Ad Hoc Committee, and GSA Subcommittee Members, and Representatives on University Governing Bodies and Committees**<sup>50</sup>

**H.POL.4 Responsibilities and Attendance of GSA Standing Committee, GSA Ad Hoc Committee, and GSA Subcommittee Members**<sup>51</sup>

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

**H.POL.5 Responsibilities and Attendance of Representatives on University Governing Bodies and Committees**<sup>52</sup>

- H.POL.5.1 Representatives on University governing bodies and committees are expected to use their discretion to represent graduate students, or to represent the specific recommendation(s) of the GSA if so directed by GSA Council. They are obliged to present GSA Council's views as the official views of the GSA, except as noted below (Section H: Performance, Conduct, Responsibilities, and Attendance, and the GSA Appeals and Complaints Board, GSA Policy, Responsibilities and Attendance of GSA Standing Committee Members, and Representatives on University Governing Bodies and Committees, Sections H.POL.5.7 – H.POL.5.9).
- H.POL.5.2 Representatives on University governing bodies and committees are expected to attend all meetings. If they cannot attend a meeting, they will provide an advance written reason to the Chair.
- H.POL.5.3 Representatives on University governing bodies and committees are expected to inform the GSA Board (GSAB) of important matters or matters requiring urgent consideration.
- H.POL.5.4 Representatives on University governing bodies and committees uphold the wishes of their committees on all privileged or confidential information.
- H.POL.5.5 Representatives on University governing bodies and committees may be asked to submit a written report to the GSAB or GSA Council.
- H.POL.5.6 Recall of appointment
  - H.POL.5.6.a Should a GSA representative on a University governing body or committee fail to fulfill the duties of representing the GSA on that body, miss two (2) consecutive meetings or miss more than three (3) meetings of any University governing body or committee, for any reason, the GSA representative to that body or committee may be replaced, except as noted below (Sections H.POL.5.7 – H.POL.5.9).
  - H.POL.5.6.b Representatives may be recalled by GSA Council on the request of the University governing body or committee to which they are appointed, except as noted below (Sections H.POL.5.7 – H.POL.5.9).

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<sup>50</sup> Section moved to GSA Policy from GSA Bylaw, Conduct of Representatives, by GSA Council on 8 April 2013.

<sup>51</sup> Amended by GSA Council on 15 October 2007 and 25 May 2015.

<sup>52</sup> Amended by GSA Council on 14 March 2011 and 25 May 2015.

H.POL.5.7 Board of Governors

- H.POL.5.7.a GSA Policy states that the President is the statutory member on the Board of Governors (BoG) (Section D: GSA Officers, GSA Policy, GSA Officer Portfolios). The President represents any official position or policy of the GSAB or GSA Council.
- H.POL.5.7.b The President also serves on up to three (3) BoG committees.
- H.POL.5.7.c The President is expected to attend all meetings and is not permitted by the BoG to send a delegate, except for the Board Safety, Health, and Environment Committee (BSHEC). If the President (or delegate), in the case of BSHEC, cannot attend a meeting they will provide an advance written reason to the Chair.

H.POL.5.8 General Faculties Council

- H.POL.5.8.a The General Faculties Council (GFC) has its own attendance policy which GFC representatives must observe. GFC Policy also states that no member is an "instructed delegate" (GFC Terms of Reference, Section 2, Attendance, and Section 4, Voting Procedures).
- H.POL.5.8.b GSA Policy states that the Vice-President Academic (VPA) is the statutory member and, as such, represents any official position or policy of the GSA Board or GSA Council and is expected to attend all meetings. The VPA is permitted to send a delegate if the VPA cannot attend a meeting. If the VPA (or delegate) cannot attend a meeting they will provide an advance written reason to the Chair.

H.POL.5.9 Senate

- H.POL.5.9.a The GSA elects a Senator annually. The Senator is expected to attend all Senate meetings and, if they must miss a meeting, they are expected to send their regrets and the reason for non-attendance to the Chancellor and the GSA President.
- H.POL.5.9.b The Senator will represent, as needed, any official position or policy of the GSAB or GSA Council.

**GSA Policy: GSA Standing Committees, GSA Appeals and Complaints Board**<sup>53</sup>

<b>Purpose:</b> To outline the jurisdiction and the policies governing the GSA Appeals and Complaints Board.	
<b>Scope:</b> This policy outlines what matters can be taken to the GSA Appeals and Complaints Board, and how the GSA Appeals and Complaints Board proceeds with hearings and decisions.	
<b>Related GSA Bylaw and Policy</b>	Section C: GSA Council, GSA Bylaw, GSA Council Section D: GSA Officers, GSA Bylaw, GSA Officers Section F: GSA Standing Committees, GSA Bylaw, GSA Standing Committees Section H: Performance, Conduct, Responsibilities, and Attendance, and the GSA Appeals and Complaints Board, GSA Policy, GSA Policy, Performance and Conduct, Conflict of Interest, and Conflict of Commitment Section H: Performance, Conduct, Responsibilities, and Attendance, and the GSA Appeals and Complaints Board, GSA Policy, GSA Policy, Responsibilities and Attendance of GSA Standing Committee Members, and Representative on University Governing Bodies and Committees Section H: Performance, Conduct, Responsibilities, and Attendance, and the GSA Appeals and Complaints Board, GSA Policy, GSA Policy, GSA Standing Committees, GSA Appeals and Complaints Board Section I: Elections, GSA Bylaw, Elections Section I: Elections, GSA Policy, Elections Section J: Referenda, GSA Bylaw, Referenda Section J: Referenda, GSA Policy, Referenda
<b>Related Forms</b>	Nomination forms, which are part of GSA Policy on Elections Registration forms, which are part of GSA Policy on Referenda

**H.POL.6 Jurisdiction**

- H.POL.6.1 The GSA Appeals and Complaints Board (GSA ACB) is responsible for hearing and deciding appeals of GSA Chief Returning Officer (CRO) decisions and complaints about GSA Officers and Councillors-at-Large (CALs) as allowed by Section 94(3) of the *Post-Secondary Learning Act*.
- H.POL.6.2 The GSA ACB hears and decides on the following matters through Hearing Committees:
  - H.POL.6.2.a Complaints about the performance or conduct of GSA Officers and CALs or about conflict of interest or commitment relating to GSA Officers and CALs (see Section H: Performance, Conduct, Responsibilities, and Attendance, and the GSA Appeals and Complaints Board, GSA Policy, Performance and Conduct, Conflict of Interest, and Conflict of Commitment and Section H: Performance, Conduct, Responsibilities, and Attendance, and the GSA Appeals and Complaints Board, GSA Policy, GSA Standing Committee Members, and Representative on University Governing Bodies and Committees).
  - H.POL.6.2.b Appeals of decisions of the CRO.

<sup>53</sup> Approved by GSA Council on 20 July 2015. Editorial revisions made by the GSA Governance Committee on 3 April 2017.

### **H.POL.7 Definitions**

- H.POL.7.1 “GSA ACB Hearing Committee Chair” means the Chair of the GSA ACB Hearing Committee.
- H.POL.7.2 “Correspondence” means all correspondence, notices, and materials sent by the GSA ACB Chair to University students or employees emailed to a CCID address. Those without a CCID will need to provide an email address to receive correspondence.
- H.POL.7.3 “Deemed Delivered” means that an email is deemed to have been delivered twenty-four (24) hours from the time it was sent.
- H.POL.7.4 “ED” means the Executive Director of the GSA or a delegate with training and/or experience in procedural fairness.
- H.POL.7.5 “Respondent” means the GSA Officer(s) complained about; this is the person or persons providing a written response(s) to a Complaint (see Section H.POL.15.1.c, below).
- H.POL.7.6 “Signature” means a depiction of someone’s name that a person writes on documents as a proof of identity and intent; signatures may be electronic if coming from a known source.
- H.POL.7.7 “Working Day” means a day that the GSA office is open.

### **H.POL.8 Composition, Chair, Terms of Office, Quorum, and Reporting of the GSA Appeals and Complaints Board**

- H.POL.8.1 Composition
  - H.POL.8.1.a Eight (8) graduate students elected by GSA Council as voting members.
  - H.POL.8.1.b Four (4) Departmental Councillors, alternates, or recent former Departmental Councillors, elected by GSA Council as voting members.
- H.POL.8.2 Members must come from a broad range of departments and may stand for re-election.
- H.POL.8.3 GSA Council will elect one (1) member of the GSA ACB as Chair and one (1) member of the GSA ACB as Vice-Chair on the recommendation of the GSA Nominating Committee (GSA NoC), for a term of office, also recommended by the GSA NoC, not to exceed two (2) years. Members may stand for re-election as Chair or Vice-Chair.
- H.POL.8.4 The GSA ACB Chair and Vice-Chair may delegate their positions to another GSA ACB member for reasons relating to bias, availability, or upcoming vacancy prior to GSA Council electing a replacement.
- H.POL.8.5 To the extent possible, terms of office normally run from October 1 until September 30 for a one (1) or two (2) year term as recommended by the GSA NoC. Terms will be staggered. Any member who has been chosen to serve on a GSA ACB Hearing Committee may complete their service on a case even if their term expires or they convocate.
- H.POL.8.6 When the full GSA ACB meets to discuss their procedures for hearings or other general business, quorum is five (5) members including the Chair and/or Vice-Chair.
- H.POL.8.7 The GSA ACB Chair will report to GSA Council monthly as needed.

### **H.POL.9 Composition of GSA ACB Hearing Committees**

- H.POL.9.1 For the purpose of hearing appeals of CRO decisions, the composition and quorum is three (3) members of the GSA ACB. For the purpose of hearing complaints about GSA Officers and CALs, the composition and quorum is five (5) GSA ACB members of which at least two (2) must be Departmental Councillors, alternates, or recent former Departmental Councillors.
- H.POL.9.2 The ED will select a reserve member(s) from the list of members.

**H.POL.10 Nomination of the GSA ACB Members**

- H.POL.10.1 In forwarding nominees to GSA Council, the GSA NoC will follow its terms of reference as set out in Section E: Nominating, GSA Policy, Nominating; however, the GSA NoC may take whatever action is necessary in urgent situations (deemed so in consultation with the Executive Director (ED) or delegate and the GSA ACB Chair) in order to ensure the full complement of twelve (12) GSA ACB members. Such actions can include direct appointments to the GSA ACB, or appointments of former members of the GSA ACB.
- H.POL.10.2 Members of the GSA ACB must have a demonstrated ability to be neutral and are expected to act impartially, including declaring any conflicts of interest as they arise and rising above individual/departmental interests to ensure procedural fairness, and must be available during the General Election.
- H.POL.10.3 Members of the GSA ACB must have no intention to run in the General Election or By-Election and no intention to serve as a Campaign Representative or volunteer in an upcoming referendum. Members must also not have run in the previous General Election or By-Election or served as a Campaign Representative or volunteer in the last referendum. If standing for election to the GSA ACB, GSA ACB nominees agree not to campaign for or endorse any individual running in the General Election or By-Election, and not to serve as a Campaign Representative or volunteer in any referendum. A GSA ACB member will resign if they intend to run in a GSA General Election or By-Election, serve as a Campaign Representative in an upcoming referendum, campaign for or endorse any individual running in the General Election or By-Election, or serve as a volunteer in a referendum campaign.
- H.POL.10.4 The GSA NoC will interview all nominees to the GSA ACB, including those who are additional nominations from GSA Council, and forward selected nominees to GSA Council.
- H.POL.10.5 The President, Vice-Presidents, other Elected Officers, CALs, and GSA Elections and Referenda Committee members may not serve on the GSA ACB.

**H.POL.11 Support and Training**

- H.POL.11.1 The ED will serve in a neutral role to advise on procedural matters, and to seek legal advice on behalf of the GSA ACB, or on behalf of the Chairs of GSA ACB Hearing Committees.
- H.POL.11.2 The ED, in consultation with the Chair and/or Vice-Chair of the GSA ACB, will serve as Administrator of this Policy for support or action needed on any matter related to the GSA ACB.
- H.POL.11.3 The ED will provide for training of members in procedural fairness.

**H.POL.12 Alleged Criminal Action and Alleged Breach of the Code of Student Behaviour**

- H.POL.12.1 Should an Appeal, Complaint, Response, or related information involve an alleged criminal action or an alleged breach of the Code of Student Behaviour, or involve any other jurisdiction, legal advice will be sought by the ED on behalf of the GSA ACB Chair before proceeding.

**H.POL.13 Information Provided Anonymously**

- H.POL.13.1 If a person provides information on an anonymous basis, that information and the request for anonymity will be assessed on a case-by-case basis by the GSA ACB Chair or GSA ACB Hearing Committee Chair, in consultation with the Vice-Chair and the ED.

#### **H.POL.14 Informal Resolution**

- H.POL.14.1 The GSA ACB Chair, in consultation with the ED, may attempt informal resolution before involving the GSA ACB; if resources outside the GSA ACB are used for informal resolution and if an agreement amongst the parties is reached, the Chair and Vice-Chair must approve the agreement. If informal resolution is rejected or is not successful, the GSA ACB Chair and ED will provide a statement to the GSA ACB Hearing Committee about attempts at informal resolution.

#### **H.POL.15 Complaints About the Performance or Conduct of GSA Officers and CALs, Including Complaints About Conflict of Interest or Commitment**

- H.POL.15.1 Receipt of Complaints and Setting the Hearing Date(s)
- H.POL.15.1.a Complaints about a GSA Officer(s) or a CAL(s) will be directed to the GSA ACB Chair and copied to the ED.
  - H.POL.15.1.b Complaints may be made by any person(s).
  - H.POL.15.1.c Complaints about the performance or conduct of a GSA Officer(s) or a CAL(s) or about conflict of interest or commitment relating to a GSA Officer(s) or a CAL(s) must be in writing (ie not oral), and signed. They must provide a complete description of the circumstances that have prompted the Complaint, a list of any known witnesses the Complainant intends to call, and any suggested remedy or action.
  - H.POL.15.1.d Upon receipt of a Complaint, the GSA ACB Chair will confer with the ED, who will seek legal advice if necessary.
  - H.POL.15.1.e Where there is a Complaint about a GSA Officer(s), the GSA ACB Chair and Vice-Chair, in consultation with the ED, will decide, normally within two (2) working days, if the GSA Officer(s) may be suspended with pay, as relevant, until the hearing is complete; as needed the GSA President or Acting President, in consultation with the ED will decide on how Directly-Elected Officer(s)' duties will be carried out during a suspension.
  - H.POL.15.1.f The GSA ACB Chair and Vice-Chair, in consultation with the ED, can dismiss a Complaint if it is unfounded, frivolous, or vexatious. This decision must be given in writing and is final and binding.
  - H.POL.15.1.g If the Chair proceeds with the Complaint, a hearing date(s) will be set.
- H.POL.15.2 Response
- H.POL.15.2.a The GSA ACB Chair will send the Complaint to the GSA Officer(s) or CAL(s) being complained about, copied to the ED. The GSA ACB Chair will require a Response, to be received within fifteen (15) working days, and will ask about the possibility of informal resolution; the deadline for a Response may be adjusted accordingly.
  - H.POL.15.2.b The Response must be in writing (ie not oral), signed, and must provide a response to the matters raised in the Complaint, a list of any known witnesses the Respondent intends to call, and any suggested remedy or action.
  - H.POL.15.2.c Responses will be directed to the GSA ACB Chair and copied to the ED.
  - H.POL.15.2.d If a Response is not received by the deadline, the Respondent will be notified that a GSA ACB Hearing will proceed on the basis of the written Complaint.
- H.POL.15.3 Challenge of GSA ACB Members for Reason of Bias
- H.POL.15.3.a The GSA ACB Chair will provide Complainants and Respondents with the list of all GSA ACB members. Complainants and Respondents will have five (5) working days

to submit a written challenge on the basis that a GSA ACB member has a bias that would prevent a fair hearing. A full explanation will be provided.

- H.POL.15.3.b Decisions on bias rest with the Chair of the GSA ACB in consultation with the ED or, if the Chair is challenged, with the Vice-Chair.
- H.POL.15.4 Procedural Questions
  - H.POL.15.4.a If procedural questions arise before a GSA ACB Hearing Chair has been selected, (for example, a request to extend a deadline), the GSA ACB Chair will consult with the ED and reach a decision. Decisions of the GSA ACB Chair on procedural matters may be made without a hearing and are final and binding.
- H.POL.15.5 Striking a GSA ACB Hearing Committee to Hear a Complaint
  - H.POL.15.5.a The GSA ACB Chair will ask the ED to strike a five (5) person GSA ACB Hearing Committee as follows:
    - H.POL.15.5.a.i The Chair of the GSA ACB Hearing Committee will be selected, in order of service and availability, from the list of GSA ACB members. Trained and/or experienced members will be given preference,
    - H.POL.15.5.a.ii The other four (4) members of the GSA ACB Hearing Committee will be selected taking into account service and availability, from the list of GSA ACB members (see Section H.POL.4.1, above),
    - H.POL.15.5.a.iii The GSA ACB Chair may serve on the GSA ACB Hearing Committee as Chair or as a member, and
    - H.POL.15.5.a.iv Depending on availability of members, the date(s) and time(s) of the hearing may be changed.
  - H.POL.15.5.b The GSA ACB Hearing Committee Chair may call a meeting of the GSA ACB Hearing Committee, with the ED present, to discuss jurisdiction and procedure only; no discussion of substantive matters may occur. The GSA ACB Chair may attend.
- H.POL.15.6 GSA ACB Hearing Process
  - H.POL.15.6.a The GSA ACB Hearing Committee Chair will provide ten (10) working days' notice to the Complainant and Respondent of the date(s), time(s), and place(s) of the hearing. The Complainant and Respondent are responsible for calling their own witnesses, and may each be accompanied by an Advisor. If an Advisor is to be present, the GSA ACB Chair and ED must be notified via email at least three (3) working days before the hearing.
  - H.POL.15.6.b If new information is introduced at the hearing, the GSA ACB Hearing Committee will decide on how to proceed and may have the ED seek legal advice.
  - H.POL.15.6.c With respect to procedural questions that arise during a hearing, the ED will provide advice to the GSA ACB Hearing Committee and may seek legal advice on behalf of the Chair.
  - H.POL.15.6.d Subject to privacy legislation, all documents related to a hearing will be made available to the GSA ACB Hearing Committee, the ED, the parties, their Advisors, and reserve members.
  - H.POL.15.6.e Hearings are closed.
  - H.POL.15.6.f The ED may attend the hearing at the invitation of the Chair of the GSA ACB Hearing Committee.
  - H.POL.15.6.g After the Complainant and Respondent have been heard, the GSA ACB Hearing Committee Chair will adjourn and the Complainant and Respondent (and/or Advisors) will leave the hearing room.
  - H.POL.15.6.h The Complaint will be judged on a balance of probabilities.



- H.POL.15.6.i The GSA ACB Hearing Committee will reach decisions by majority vote. No member may abstain.
- H.POL.15.7 Written Decision
  - H.POL.15.7.a At the hearing's conclusion, the GSA ACB Hearing Committee Chair will draft a written decision, to be reviewed by GSA ACB Hearing Committee members and the ED.
  - H.POL.15.7.b The decision, signed by the GSA ACB Hearing Committee Chair, will be sent by email to the Complainant and Respondent, and their Advisors, and copied to the GSA ACB Chair and ED within six (6) working days.
- H.POL.15.8 Powers of a GSA ACB Hearing Committee Concerning GSA Officer(s) and CAL(s)
  - H.POL.15.8.a The GSA ACB Hearing Committee may decide in favour of a Complainant or Respondent, in whole or in part, depending on the issues under consideration and on the remedy, relief, or actions.
  - H.POL.15.8.b The GSA ACB Hearing Committee may dismiss the Complaint.
  - H.POL.15.8.c If the Complaint is upheld, the GSA ACB Hearing Committee may issue a letter of warning to the GSA Officer(s) or the CAL(s) related to performance, conduct, or conflict of interest/commitment; may set out clear expectations for future performance, conduct, or conflict of interest/commitment; or make any other decision appropriate to the circumstances. The GSA ACB Chair will monitor the situation. If there is a further complaint about the same GSA Officer(s) or CAL(s), the written decision of the initial GSA ACB Hearing Committee will be made available for any further hearing together with a report on the monitoring of the situation by the GSA ACB Chair.
  - H.POL.15.8.d The GSA ACB Hearing Committee may remove the GSA Officer(s) from office.
  - H.POL.15.8.e The GSA ACB Hearing Committee may remove the CAL(s) from their position, and declare the position vacant.
  - H.POL.15.8.f All decisions are final and binding.
  - H.POL.15.8.g The GSA ACB Chair will attend GSA Council and report briefly, in closed session, on Complaints concerning GSA Officer(s) or CAL(s) that have been heard and decided.

**H.POL.16 Appeals of a CRO Decision**

- H.POL.16.1 Appeals of a CRO's decision normally occur in the midst of a short campaign period. CRO decisions may have an impact on a candidate's or campaign member's ability to campaign. Therefore, hearings of a GSA ACB Hearing Committee are on the Written Record of the CRO and the appeal submission(s); this is how the parties are heard. The GSA ACB Hearing Committee will aim to complete their hearing within three (3) working days.
- H.POL.16.2 Receipt of Appeals of a CRO Decision
  - H.POL.16.2.a Written appeals of a CRO decision will be directed to the GSA ACB Chair and copied to the ED.
  - H.POL.16.2.b Candidate(s) or referendum campaign member(s) have twenty-four (24) hours from the time the CRO's decision is deemed delivered to submit an Appeal.
  - H.POL.16.2.c Appeals may be made by a candidate(s) running in a General Election or By-Election, or a campaign member(s) in a Referendum, or any other affected party.
  - H.POL.16.2.d Appeals must be in writing (ie not oral), and signed. They must provide a description of the circumstances that prompted the Appeal and any suggested remedy or action.

- H.POL.16.2.e The GSA ACB Chair and Vice-Chair, in consultation with the ED, can dismiss an Appeal if it is unfounded, frivolous, or vexatious. This decision must be given in writing and is final and binding.
- H.POL.16.2.f The GSA ACB Chair will decide if another candidate(s) or referendum campaign member(s) who is/are affected should be asked for a written submission.
- H.POL.16.3 Challenge of GSA ACB Members for Reason of Bias
  - H.POL.16.3.a Candidate(s) running in a General Election or By-Election, or campaign member(s) in a Referendum will have had the opportunity to challenge members of the GSA ACB for reason of bias on nomination/referenda forms. Other affected parties will be given twenty-four (24) hours to submit a written challenge on the basis that a GSA ACB member has a bias that would prevent a fair hearing.
  - H.POL.16.3.b Decisions on bias rest with the Chair of the GSA ACB in consultation with the ED or, if the Chair is challenged, with the Vice-Chair.
- H.POL.16.4 Striking a GSA ACB Hearing Committee to Consider an Appeal of a CRO Decision
  - H.POL.16.4.a Upon a receipt of an Appeal of a CRO's decision, the GSA ACB Chair will set date(s), time(s), and place(s) for the hearing and ask the ED to strike a three (3) person GSA ACB Hearing Committee as follows:
    - H.POL.16.4.a.i The Chair of the GSA ACB Hearing Committee will be selected, in order of service and availability, from the list of GSA ACB members. Trained and/or experienced members will be given preference,
    - H.POL.16.4.a.ii The other two (2) members of the GSA ACB Hearing Committee will be selected taking into account service and availability, from the list of GSA ACB members (see Section H.POL.9, above),
    - H.POL.16.4.a.iii The GSA ACB Chair may serve on the GSA ACB Hearing Committee as Chair or as a member, and
    - H.POL.16.4.a.iv Depending on availability of members, the date(s) and time(s) of the hearing may be changed.
  - H.POL.16.4.b The GSA ACB Hearing Committee Chair may call a meeting of the GSA ACB Hearing Committee, with the ED present, to discuss jurisdiction and procedure only; no discussion of substantive matters may occur. The GSA ACB Chair may attend.
- H.POL.16.5 GSA ACB Hearing Process
  - H.POL.16.5.a The Chair of the GSA ACB Hearing Committee will ask that the CRO, with all due speed, submit the full Written Record of the CRO decision. See Section D: GSA Officers, GSA Policy, GSA Officer Portfolios, Section D.POL.10.5.e.vi, for a definition of "Written Record."
  - H.POL.16.5.b The GSA ACB Hearing Committee will meet to consider the matter based on the Written Record and the Appeal.
  - H.POL.16.5.c Subject to privacy legislation, all documents related to a hearing will be made available to the GSA ACB Hearing Committee, the ED, the parties, and reserve members.
  - H.POL.16.5.d Hearings are closed.
  - H.POL.16.5.e The ED may attend the hearing at the invitation of the Chair of the GSA ACB Hearing Committee.
  - H.POL.16.5.f The Appeal will be judged on a balance of probabilities.
  - H.POL.16.5.g The GSA ACB Hearing Committee will reach decisions by majority vote. No member may abstain.
- H.POL.16.6 Written Decision

- H.POL.16.6.a At the conclusion of the hearing, the GSA ACB Hearing Committee Chair will draft a written decision which will be reviewed by the GSA ACB Hearing Committee members and the ED.
- H.POL.16.6.b The decision, signed by the Chair of the GSA ACB Hearing Committee, will be immediately sent to the Appellant and the CRO via email.
- H.POL.16.7 Powers of a GSA ACB Hearing Committee Concerning Appeals of a CRO Decision
  - H.POL.16.7.a The GSA ACB Hearing Committee may uphold or deny, in whole or in part, the Appeal and may make any order or take any action, including re-running an election or referendum, to ensure that the guiding principle of GSA Elections and Referenda is adhered to: “the fundamental principle underlying GSA Elections [and Referenda] is that they are to be fair, respect the wishes of voters, and conducted in a manner that reflects the excellent, positive reputation of the GSA” (Section I: Elections, GSA Bylaw, Elections, Section I.BYL.1.1 and Section J: Referenda, GSA Bylaw, Referenda, Section J.BYL.1.1).
  - H.POL.16.7.b GSA ACB Hearing Committee decisions are final and binding.
  - H.POL.16.7.c The GSA ACB Chair will ensure that, subject to privacy legislation, decisions on appeals of CRO decisions are posted on the GSA website.
  - H.POL.16.7.d The GSA ACB Chair will attend GSA Council and report briefly on appeals of CRO decisions that have been heard and decided.

## **Section I: Elections**

### **GSA Bylaw: Elections**<sup>54</sup>

#### **I.BYL.1 Guiding Principle**

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

#### **I.BYL.2 Election Timeline**

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

#### **I.BYL.3 Nominations**

- I.BYL.3.1 The requirements for the nomination forms will be set out in GSA Policy.  
I.BYL.3.2 Candidates for Directly-Elected Officer (DEO) positions will be graduate students in good academic standing and will declare whether they are running as a member of a slate or as an individual. Platforms and slates are not a requirement for running in a GSA General Election. While candidates are able to campaign as a slate, candidates cannot be elected as a slate. Each position will be elected on a per ballot basis.  
I.BYL.3.3 Candidates are not allowed to run for multiple positions.

#### **I.BYL.4 Voting**

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

#### **I.BYL.5 Campaign Restrictions**

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

#### **I.BYL.6 By-Elections**

- I.BYL.6.1 In the event that a DEO position or Councillor-at-Large (CAL) position is not filled by the end of the General Election (ie no candidates run for a position or “None of the Candidates” is elected), or a DEO position or CAL position is vacated any time prior to December 1 (or the next working day), the CRO and GSA Council will follow GSA Policy on By-Elections (see Section I: Elections, GSA Policy, Elections).  
I.BYL.6.2 In the event that a DEO position or Councillor-at-Large (CAL) position is not filled by the end of the General Election (ie no candidates run for a position or “None of the Candidates” is

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<sup>54</sup> Amended by GSA Council on 18 November 2013 and 23 January 2017. Editorial revisions made by the GSA Governance Committee on 28 May 2015.

elected), or a DEO position or CAL position is vacated any time prior to December 1 (or the next working day), the CRO and GSA Council will follow GSA Policy on By-Elections (see Section I: Elections, GSA Policy, Elections).

**GSA Policy: Elections<sup>55</sup>**

<b>Purpose:</b> To outline policies and procedures related to GSA elections.	
<b>Scope:</b> This policy governs the operation of GSA elections and the expected conduct of candidates therein.	
<b>Related GSA Bylaw and Policy</b>	Section I: Elections, GSA Bylaw, Elections Section H: Performance, Conduct, Responsibilities, and Attendance, and the GSA Appeals and Complaints Board, GSA Policy, GSA Policy, GSA Standing Committees, GSA Appeals and Complaints Board
<b>Related Forms</b>	Nomination forms are based directly on the below GSA Policy

**I.POL.7 General Principles and Rules of Conduct for Elections**

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

**I.POL.8 Nomination Forms**

- I.POL.8.1 Nomination forms will be made available to graduate students in hard copy at the GSA office. Exceptions may be made at the discretion of the CRO. The CRO and DRO, in consultation with the GSA Elections and Referenda Committee (GSA ERC), will have the discretion to determine the form and layout of the nomination forms.
- I.POL.8.2 On the Directly-Elected Officer (DEO) nomination forms, candidates will include a minimum of five (5) signatures from currently registered graduate students. The purpose of the signatures is to attest that the nominators, in their view, believe the candidate has the ability and/or experience for the office for which they are running.
- I.POL.8.3 Councillor-at-Large (CAL) candidates are not required to include signatures in their nomination forms.
- I.POL.8.4 Written nominations for DEO or CAL positions will be submitted to the GSA office to be reviewed and signed by the CRO or DRO in order to verify both completeness and that the nomination form has been submitted on time. The original will be filed in the GSA office and one copy provided to the candidate, normally electronically. If a nomination form is incomplete or late, the CRO or DRO will not accept the nomination form. Candidates cannot appeal this decision.
- I.POL.8.5 Candidates can change the position they wish to run for, but must do so before the close of nominations. If a candidate changes the position they are running for, the candidate will be required to fill out and submit a new nomination form for the new

<sup>55</sup> Passed by GSA Council on 14 March 2011. Amended by GSA Council on 21 on October 2013, 8 December 2014, 25 May 2015, 20 July 2015, and 23 January 2017. Editorial revisions made by the GSA Governance Committee on 15 January 2015 (Chair and Vice-Chair under delegated authority from the GSA Governance Committee), 24 February 2015 (Chair and Vice-Chair under delegated authority from the GSA Governance Committee), 28 May 2015, 24 July 2015 (Chair and Vice-Chair under delegated authority from the GSA Governance Committee), and 10 August 2015 (Chair and Vice-Chair under delegated authority from the GSA Governance Committee).

position prior to the nomination deadline and must meet the requirements as set out in Section I.POL.8.4, above.

- I.POL.8.6 Once the CRO or DRO verifies nomination forms, the names of candidates who have submitted their nomination forms will be provisionally listed on the GSA website and in hard copy at the GSA office.
- I.POL.8.7 The following will be attached to the nomination form for the GSA General Election and any subsequent By-Elections:
- I.POL.8.7.a. Preamble
- I.POL.8.7.a.i. The GSA Council has approved General Principles and Rules of Conduct governing the GSA General Election and any subsequent By-Elections. The GSA has Elections Bylaw and Policy posted in full on the GSA website.
- I.POL.8.7.b. Definitions
- I.POL.8.7.b.i. “Working Day” means a day the GSA office is open.
- I.POL.8.7.c. GSA Elections Bylaw and Policy and Acknowledgement by Candidates
- I.POL.8.7.c.i. The GSA Council has approved Bylaw and Policy related to the GSA General Election and any subsequent By-Elections. By signing the nomination form, all candidates acknowledge that they have read and agree to abide by GSA Elections Bylaw and Policy, which are posted in full on the GSA website.
- I.POL.8.7.c.ii. By signing the nomination form, candidates ALSO acknowledge that they have read and are aware of the terms of an appeal within the GSA of any decisions on issues/breaches of GSA Bylaw and Policy, including the fact that the CRO, in consultation with the GSA ERC, decides on penalties, remedial actions, and or/referrals for any issues/breaches and that the GSA Appeals and Complaints Board (GSA ACB) decides on any appeals. Any concerns with potential bias on the part of the CRO, the DRO, and members of the GSA ERC in making such decisions, and members of the GSA ACB in making such decisions on appeals, will be filed with nomination forms.
- I.POL.8.7.c.iii. The current CRO, DRO, members of the GSA ERC, and members of the GSA ACB will be updated each year on the nomination forms.
- I.POL.8.7.c.iv. Any changes to these names will be emailed to candidates who will have twenty-four (24) hours to file any objections with the GSA Speaker.

### **I.POL.9 Timeline**

- I.POL.9.1 Except as specified below, the timeline for elections is at the discretion of the CRO, in consultation with the GSA ERC.
- I.POL.9.2 “Elections consist of a nomination period, a campaign period, and a voting period” (Section I: Elections, GSA Bylaw, Elections, Section I.BYL.2.1).
- I.POL.9.3 Nominations for the GSA General Election will open on or about January 30.
- I.POL.9.4 The nomination period will last at least fourteen (14) calendar days. The nomination period will end on a working day.
- I.POL.9.5 Within twenty-four (24) hours after the close of the nomination period, the CRO will hold the All-Candidates’ Meeting as described in Section I.POL.10, below.
- I.POL.9.6 The campaign period will last at least seven (7) calendar days and will begin no earlier than the day following the All-Candidates’ Meeting.
- I.POL.9.7 Voting:
- I.POL.9.7.a Campaigning is permitted during the voting period,
- I.POL.9.7.b The CRO will ensure that the voting period starts on a working day and lasts at least forty-eight (48) hours, and
- I.POL.9.7.c Voting will be completed no later than April 15, or the next working day.

**I.POL.10 All-Candidates' Meeting**

- 1.POL.10.1 The CRO is responsible for organizing a meeting of all candidates running in an election to provide them with an overview of GSA Elections Bylaw and Policy.
- I.POL.10.2 Failure by a candidate to attend the All-Candidates' Meeting without adequate prior notification to the CRO is grounds for disqualification from the current election. 'Adequate prior notification' is defined as notice communicated electronically to the CRO at least one (1) hour in advance of the meeting. If a candidate misses the All-Candidates' Meeting due to unforeseen and exceptional circumstances, such as a last-minute emergency, any consequences may be waived at the discretion of the CRO, following consultation with the GSA ERC. There is no appeal of this decision.
- I.POL.10.3 At the meeting described in Section I.POL.10.1, above, the CRO will provide each candidate with information concerning campaigning, the General Principles and Rules of Conduct for Elections, and the GSA ACB Policy.

**I.POL.11 Campaigning**

- I.POL.11.1 "The campaign period will last at least seven (7) calendar days and will begin no earlier than the day following the All-Candidates' Meeting" (Section I.POL.9.6, above).
- I.POL.11.2 Campaigning is defined as any form of promotion of an individual or slate. This includes all verbal, electronic, and visual forms of communication.
  - I.POL.11.2.a No form of campaigning (verbal, electronic, and visual) will contain misinformation, slander, inappropriate, discriminatory content, or *ad hominem* attacks of individuals or slates.
  - I.POL.11.2.b Candidates will ensure all campaign plans, materials, and/or advertisements conform with all University of Alberta policies and regulations and all municipal, provincial, and federal laws.
- I.POL.11.3 Campaign materials include both those posted or circulated on University physical or electronic property, including but not limited to communications sent to mailing lists moderated by graduate student groups and departmental GSAs, and those posted or circulated on non-University physical or electronic property, including any elections-related materials shared on personal social media accounts or other online platforms.
- I.POL.11.4 The CRO will approve campaign materials posted or circulated on University physical or electronic property prior to their distribution. The CRO will review such materials to ensure they comply with Section I.POL.11.2.a, above, and any relevant GSA Bylaw and Policy. The CRO is not responsible for reviewing the editorial content of such campaign materials (eg grammar, punctuation).
  - I.POL.11.4.a Such campaign materials prepared in a language other than English will be accompanied by an English translation when submitted to the CRO for approval. The CRO is not responsible for the accuracy of translations.
  - I.POL.11.4.b The turnaround for approving campaign materials will be approximately one (1) working day.
- I.POL.11.5 The CRO will be provided access to campaign materials posted or circulated on non-University physical or electronic property, and reserves the right to penalize candidates for any violations associated with Section I.POL.11.2.a, above, and any relevant GSA Bylaw and Policy.
- I.POL.11.6 Candidates may utilize mailing lists moderated by graduate student groups and departmental GSAs to distribute CRO approved campaign materials. Candidates will not utilize mailing lists moderated by University employees and regularly used to distribute communication from the University.
- I.POL.11.7 Candidates will get permission, where appropriate, to campaign in instructional spaces, such as classrooms and lecture halls. Candidates will not campaign in unsafe spaces that require permission to access and proper safety equipment. The CRO will talk about safety issues, including campaigning in labs, at the All-Candidates' Meeting.



- I.POL.11.8 Candidates may not use resources for campaigning that are not publicly accessible to all candidate(s) and slates(s). For example, do not use Departmental or Supervisor photocopiers to print campaign materials.
- I.POL.11.9 Candidates will not use the University or GSA logos on any physical or electronic campaign materials.
- I.POL.11.10 Candidates will not accept gifts of money, gifts in kind, or equivalents (eg campaign posters or a friends and family discount for printing) from student groups or colleagues.
- I.POL.11.11 Candidates are encouraged to ask the CRO, before acting, if they have any questions about particular GSA Elections Bylaw or Policy (including questions related to the development of campaign materials and the planning of campaign events), and to report any breaches of GSA Elections Bylaw or Policy to the CRO.
- I.POL.11.12 Candidates are responsible for removing all campaign materials after voting has closed.
- I.POL.11.13 Campaign Spending Limit
  - I.POL.11.13.a Individual candidates are authorized to spend no more than \$150 on campaign material over the course of the election. If candidates are running as part of a slate, the cost of joint campaign materials will normally be divided equally amongst all of the candidates in the slate. Candidates running as part of a slate are able to distribute individual campaign materials, so long as candidates do not exceed their total spending limit of \$150 per candidate. In order to encourage candidates to think, in advance, about campaign expenditures, a written informal plan for campaign expenditures will be submitted to the CRO before the All-Candidates' Meeting (either electronically or in hard copy).
  - I.POL.11.13.b Candidates will report to the CRO all campaign-related expenses, and submit receipts (either electronically or in hard copy) no later than two (2) hours after the close of the voting period.
  - I.POL.11.13.c Exceeding the spending limit or failure to report and submit campaign expenses and receipts constitute grounds for disqualification from the current election.
  - I.POL.11.13.d Campaign costs are not reimbursed.

**I.POL.12 CRO's Decision on Penalties, Remedial Action, and Referrals**

- I.POL.12.1 The CRO will normally reach a decision on alleged breaches within seventy-two (72) hours. If more time is required to reach a decision, the CRO will consult with the GSA ERC regarding extensions.
- I.POL.12.2 When the CRO becomes aware of an issue or breach of GSA Elections Bylaw or Policy, or other applicable policies or laws, or a third party complains to the CRO about an alleged issue or breach of GSA Elections Bylaw or Policy, the CRO will consult, where reasonable, with the DRO, available member(s) of the GSA ERC, and the Executive Director (ED) (or delegate), concerning deadlines and other related matters (as noted in Section D: GSA Officers, GSA Policy, GSA Officer Portfolios, Chief Returning Officer and Deputy Returning Officer) and will:
  - I.POL.12.2.a Decide whether informal resolution should be attempted and, if so, contact the complainant and candidate(s) or slate(s) and
  - I.POL.12.2.b Email any written complaint to the candidate(s) or slate(s), or email the candidate(s) or slate(s) the details of the issue/breach in writing, and request a written response, setting a deadline of at least eight (8) hours.
  - I.POL.12.2.c Upon reaching a decision the CRO will inform the candidate(s) or slate(s) of their decision on penalties, remedial actions, or referrals, their reasons for the decision, and will state whether the candidate(s) or slate(s) can continue to campaign.
  - I.POL.12.2.d The CRO may impose the following penalties, remedial actions, or make referrals:

- I.POL.12.2.d.i Verbal or written reprimands,
- I.POL.12.2.d.ii Reduction of spending limits,
- I.POL.12.2.d.iii Disqualification from the current election,
- I.POL.12.2.d.iv Any other penalty or remedial action, and
- I.POL.12.2.d.v Any referrals.
- I.POL.12.2.e The ED (or delegate) will be copied on the emails described above.
- I.POL.12.2.f If a person provides information on an anonymous basis, that information and the request for anonymity will be assessed on a case-by-case basis.
- I.POL.12.2.g The CRO will advise the candidate(s) or slate(s) that they have twenty-four (24) hours from the time the CRO's email is deemed delivered (see Section H: Performance, Conduct, Responsibilities, and Attendance, and the GSA Appeals and Complaint Board, GSA Policy, GSA Standing Committees, GSA Appeals and Complaints Board, Section H.POL.7.3, for a definition of "Deemed Delivered") for an emailed appeal to be received by the Chair of the GSA ACB, for an emailed appeal to be received by the Chair of the GSA ACB, Section H: Performance, Conduct, Responsibilities, and Attendance, and the GSA Appeals and Complaint Board, GSA Policy, GSA Standing Committees, GSA Appeals and Complaints Board, Section H.POL.16.2.b.
- I.POL.12.3 If a disqualified candidate is a member of a slate, the slate will alter their campaign materials so that the materials no longer reference the disqualified candidate.
- I.POL.12.4 All decisions of the CRO will be reported to the GSA ERC as soon as they are reached. Subject to privacy legislation, the GSA ERC and CRO will decide whether a decision should be posted on the GSA website and will take into consideration the nature and severity of the issues of breach and balance in relation to public interest. Posted decisions should include:
  - I.POL.12.4.a A summary of the alleged issue or breach,
  - I.POL.12.4.b A list of parties to the alleged issue or breach (unless anonymity was granted, see Section I.POL.12.2.f, above),
  - I.POL.12.4.c A summary of the reasons for the decision and the process by which it was reached,
  - I.POL.12.4.d A listing of all applicable GSA Bylaws and Policies,
  - I.POL.12.4.e The decided upon penalties, remedial actions, and/or referral, and
  - I.POL.12.4.f The time limit for the appeal.
- I.POL.12.5 Unless otherwise stated in GSA Elections Bylaw or Policy, decisions of the CRO are subject to appeal to the GSA ACB.

### **I.POL.13 Voting**

- I.POL.13.1 "All voting in the General Election and By-Elections will be done electronically, except in the event of a failure of the electronic system in use" (Section I: Elections, GSA Bylaw, Elections, Section I.BYL.4.1).
- I.POL.13.2 The CRO will communicate to graduate students the members of each slate and all individual candidates.
- I.POL.13.3 Candidates will be displayed in alphabetical order on a per-ballot basis.
- I.POL.13.4 "None of the Candidates" will be displayed following the list of candidates on a per-ballot basis.
- I.POL.13.5 On ballots, voters will mark their choice of candidate(s) for each race. Voters may abstain by signing in to vote but then not voting in a particular race.
- I.POL.13.6 Ballots will be counted electronically according to the following procedures:
  - I.POL.13.6.a The number of votes for each candidate will be counted.
  - I.POL.13.6.b The candidate(s) with the highest number(s) of votes will be successful, in accord with the number of positions available. In a case where "None of the Candidates" received more votes than some of the other candidates, only

candidate(s) receiving more votes than “None of the Candidates” will be considered successful.

- I.POL.13.6.c In the event of a tied vote, the CRO will draw a name from a hat in the presence of two (2) neutral witnesses, and the name drawn from a hat will be the candidate that is eliminated.
- I.POL.13.7 Candidates who receive fewer votes than “None of the Candidates” in the General Election cannot run for the same position in any related subsequent GSA Council By-Elections (Section I.POL.17, below).
- I.POL.13.8 Individuals have twenty-four (24) hours after the release of provisional results to lodge a complaint with the CRO about an alleged breach of GSA Bylaw or Policy.

#### **I.POL.14 Results**

- I.POL.14.1 Upon completion of the ballot count, the CRO will announce provisional results, ie results that are subject to appeal for twenty-four (24) hours from the time the provisional results are released and which may, in addition, be affected because of earlier complaints not yet resolved. Results will be made official only when the GSA’s process of dealing with alleged breaches of GSA Elections Bylaw or Policy and any appeals within that process are exhausted.
- I.POL.14.2 In the case where the electronic voting system fails and paper ballots were used, the paper ballots will be destroyed one (1) month following the release of the official results.

#### **I.POL.15 Reporting**

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

#### **I.POL.16 By-Elections**

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

**GSA Policy: GSA Standing Committees, GSA Elections and Referenda Committee**<sup>56</sup>**I.POL.18 Composition**

- I.POL.18.1 Two (2) members from amongst the six (6) voting members of the GSA ERC will be elected by the GSA ERC to serve as Chair and Vice-Chair for the duration of their time on the GSA ERC or until they resign their positions. The election of the Chair and Vice-Chair of the GSA ERC will normally occur at the beginning of the fall term and the persons elected will be reported to GSA Council.
- I.POL.18.2 A total of six (6) graduate student members, including at least one (1) member of GSA Council elected by GSA Council, as voting members.
- I.POL.18.3 The CRO and Deputy Returning Officer (DRO) as non-voting members.
- I.POL.18.4 The ED (or delegate) as a non-voting member.

**I.POL.19 Eligibility**

- I.POL.19.1 Notwithstanding Section I.POL.18.2, above, all members of the GSA are eligible to serve on the GSA ERC unless they intend to run in the GSA General Election or By-Election, serve as a Campaign Representative or volunteer in an upcoming referendum, or they have run in the previous General Election or By-Election or served as a Campaign Representative or volunteer in the last referendum. If standing for election to the GSA ERC, GSA ERC nominees agree not to campaign for or endorse any individual running in the GSA General Election or By-Election, and not to serve as a Campaign Representative or volunteer in any referendum. GSA ERC members must also be neutral and impartial (eg having no immediate or vested interest in the outcome of GSA Elections and Referenda).
- I.POL.19.2 If a GSA ERC member intends to run in a GSA General Election or By-Election, campaign in an upcoming referendum, campaign for or endorse any individual running in the GSA General Election or By-Election, or serve as a Campaign Representative or volunteer in a referendum they will resign from the GSA ERC.

**I.POL.20 Mandate**

- I.POL.20.1 The GSA ERC will advise the CRO on all matters pertaining to elections, referenda, and by-elections, including but not limited to:
  - I.POL.20.1.a The approval of timelines for GSA Elections, By-Elections, and Referenda in accordance with GSA Elections and Referenda Bylaws and Policy,
  - I.POL.20.1.b Advertising the nomination period for any GSA Elections or By-Elections, the registration period for any GSA Referenda, and voting periods for all GSA Elections and Referenda,
  - I.POL.20.1.c Working with the CRO to prepare nomination and registration forms in accordance with GSA Elections and Referenda Bylaws and Policy,
  - I.POL.20.1.d Consulting with the CRO, ED or delegate, GSA Accountant, and GSA Financial Manager regarding the electronic software or applications used to run GSA Elections, By-Elections, and Referenda,
  - I.POL.20.1.e Plan any GSA Election or By-Election forums for graduate students in consultation with the CRO, and

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<sup>56</sup> Amended by the Annual General Meeting on 28 March 2011 and GSA Council on 21 October 2013 and 8 December 2014. Editorial revisions made by the GSA Governance Committee on 3 April 2017.

- I.POL.20.1.f Acting as a sounding board for the CRO and/or decisions regarding penalties, remedial action, and/or referrals for alleged campaign violations during any GSA Election or Referendum.
- I.POL.20.2 At least one (1) month prior to the opening of nominations for the GSA General Election, the GSA ERC shall meet to assist the CRO in the planning of election events.
- I.POL.20.3 The GSA ERC will review GSA Elections and Referenda Bylaw and Policy annually and make any recommendations to GSA Council through the GSAB.
- I.POL.20.4 GSA ERC members are free to approach the GSAB with any concerns about how elections or referenda are being managed.
- I.POL.20.5 The GSA ERC strongly recommends to graduate students who are considering running for office that they participate in the GSA NoC's Early Call for Talent and Training. It is the firm belief of the GSA ERC that training is needed in order for Directly-Elected Officers to carry out their duties effectively.
- I.POL.20.6 The GSA ERC will oversee the on-line posting of the video interview of candidates running in the GSA General Election and will design questions to be asked of candidates.
- I.POL.20.7 "In the case of a resignation or other vacancy (as determined by the GSA ERC) in the CRO or DRO positions during any GSA Election, By-Election, Referendum, or any other associated election or referenda matter, the GSA NoC may take necessary action to fill the vacancy, including direct appointments, or appointments of former CROs, to ensure an Acting or Interim CRO and/or DRO is appointed" (Section E: Nominating, GSA Policy, GSA Standing Committees, GSA Nominating Committee, Section E.POL.7.5).

**I.POL.21 Meetings**

- I.POL.21.1 Quorum is four (4) voting members including either the Chair or the Vice-Chair.

## **Section J: Referenda**

### **GSA Bylaw: Referenda**<sup>57</sup>

#### **J.BYL.1 Guiding Principle**

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

#### **J.BYL.2 Initiation**

- J.BYL.2.1 A referendum on a clearly worded 'Yes' or 'No' question regarding any dedicated, on-going fee for a service, facility, or lobbying effort can be initiated by the GSA Board (GSAB) subject to a simple majority vote at any meeting of GSA Council. Normally a referendum will be held in conjunction with the GSA General Election, unless a question is determined to be of an urgent nature by the GSAB. [See also GSA Board Policy, Section 14, Non-Binding Consultative Referenda].
- J.BYL.2.2 The required steps for a person acting on behalf of an external organization or a graduate student wishing to initiate a referendum will be outlined in GSA Policy, Referenda.
- J.BYL.2.3 Notwithstanding the process by which a referendum is initiated, a clearly worded referendum question will be developed in consultation with the Chief Returning Officer (CRO), GSAB, and GSA Council. GSA Council will approve the holding of a referendum and the wording of a referendum question.

#### **J.BYL.3 Referendum Timeline**

- J.BYL.3.1 Referenda questions will be submitted to GSA Council for approval no later than the first mailing for the November GSA Council meeting, unless a referendum is determined to be urgent by the GSAB as denoted in Section J.BYL.2.1, above.
- J.BYL.3.2 Referenda will consist of a registration period, a campaign period, and a voting period.
- J.BYL.3.3 The timeline for referenda will be set out in GSA Policy.

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

- J.BYL.4.1 The requirements for the registration forms of a 'Yes' or 'No' campaign will be set out in GSA Policy.
- J.BYL.4.2 Only currently registered graduate students can register a 'Yes' or 'No' campaign during a referendum.
- J.BYL.4.3 Current Directly-Elected Officer(s) are not required to register a campaign in a referendum and may take positions.

#### **J.BYL.5 Voting**

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

#### **J.BYL.6 Campaign Restrictions**

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

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<sup>57</sup> Approved by GSA Council on 28 November 2013. Amended by GSA Council on 23 January 2017.

**GSA Policy: Referenda**<sup>58</sup>

<b>Purpose:</b> To outline policies and procedures related to GSA referenda.	
<b>Scope:</b> This policy governs the operation of GSA referenda and the expected conduct of registered 'Yes' or 'No' campaigns therein.	
<b>Related GSA Bylaw and Policy</b>	Section H: Performance, Conduct, Responsibilities, and Attendance, and the GSA Appeals and Complaints Board, GSA Policy, GSA Standing Committees, GSA Appeals and Complaints Board Section J: Referenda, GSA Bylaws, Referenda GSA Board Policy, Section 14, Non-Binding Consultative Referenda
<b>Related Forms</b>	Registration forms are based directly on the below GSA Policy

**J.POL.7 General Principles and Rules of Conduct for Referenda**

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

**J.POL.8 Definitions**

- J.POL.8.1 "Referendum question" means a clearly worded 'Yes' or 'No' question regarding any dedicated, on-going fee for a service, facility, or lobbying effort.
- J.POL.8.2 "Asker" means the person acting on behalf of an external organization or a graduate student who wishes to initiate a referendum.
- J.POL.8.3 "Campaign Representative" means a graduate student running either a 'Yes' campaign or a 'No' campaign.
- J.POL.8.4 "Working Day" means a day the GSA office is open.

**J.POL.9 Initiating a Referendum**

- J.POL.9.1 If an Asker wishes to initiate a referendum, they will contact the CRO.
- J.POL.9.2 The CRO will extend an invitation to present to the GSA Board (GSAB). The Asker must state how their organization or proposed referendum question relates to the GSA and/or graduate students. The Asker will provide the GSAB with relevant documents such as a constitution, mission statement, vision statement, audited financial statements, etc.
- J.POL.9.2.a A clearly worded referendum question will address the following criteria (if applicable): description of any dedicated on-going fee, amount of fee, how long a fee will be collected, effective date (when a fee will start being collected), procedure for changing a fee, whether the fee can be rescinded, and accountability for the money collected. The criteria provided are non-

<sup>58</sup> Approved by GSA Council on 21 October 2013. Amended by GSA Council on 20 July 2015 and 23 January 2017. Editorial revisions made by the GSA Governance Committee on 9 January 2014, 24 July 2015, and 10 August 2015.

exhaustive and additional criteria may be required to draft a clearly worded referendum question.

- J.POL.9.3 The CRO and Asker will work together to draft a referendum question, which will be subject to change after input from the GSAB and GSA Council.
- J.POL.9.4 Following the presentation to the GSAB by the Asker, the GSAB will either decide to extend the Asker an invitation to GSA Council to make a presentation (normally fifteen (15) minutes with an extension if GSA Council so desires followed by questions from GSA Council), or, if the GSAB does not extend an invitation to GSA Council, the Asker can find a Councillor to place the matter on the GSA Council Agenda as denoted in the Standing Orders of GSA Council.
- J.POL.9.5 If the GSAB has invited the Asker to present at GSA Council, at that point the CRO and the Asker will work together to finalize the wording of the question (subject to change if GSA Council has concerns with the wording) and the Asker then presents to GSA Council.
- J.POL.9.6 GSA Council will approve or not approve the holding of a referendum and the wording of the question.
- J.POL.9.7 If GSA Council approves the holding of a referendum and the wording of the question, a referendum is then held in accordance with GSA Referenda Bylaw and Policy.
- J.POL.9.8 The CRO will provide an electronic description or briefing of the background, purpose, and relevant details of any GSA Council approved referendum question prior to referendum voting. Normally this description will be posted on the GSA website.

#### **J.POL.10 Registration Forms**

- J.POL.10.1 Registration forms will be made available to graduate students in hard copy at the GSA office. Exceptions may be made at the discretion of the CRO. The CRO and Deputy Returning Officer (DRO), in consultation with the GSA Elections and Referenda Committee (GSA ERC), will have the discretion to determine the form and layout of the registration forms.
- J.POL.10.2 In order to register a campaign, a minimum of five (5) signatures from currently registered graduate students must be provided to the CRO before the end of the registration period, as well as the name and contact information of the Campaign Representative.
- J.POL.10.3 Written registration forms will be submitted to the GSA office to be reviewed and signed by the CRO or DRO in order to verify both completeness and that the registration form has been submitted on time. The original will be filed in the GSA office and one copy provided to the Campaign Representative, normally electronically. If a registration form is incomplete or late, the CRO or DRO will not accept the registration form. Campaign Representatives cannot appeal this decision.
- J.POL.10.4 The following will be attached to the registration form for a 'Yes' or 'No' campaign for a referendum:
  - J.POL.10.4.a Preamble
    - J.POL.10.4.a.i The GSA Council has approved General Principles and Rules of Conduct governing Referenda. The GSA has Referenda Bylaw and Policy posted in full on the GSA website.
  - J.POL.10.4.b GSA Referenda Bylaw and Policy and Acknowledgement by Campaign Representatives
    - J.POL.10.4.b.i The GSA Council has approved Bylaw and Policy related to Referenda. By signing the registration form, all Campaign Representatives acknowledge that they have read and agree to abide by GSA Referenda Bylaw and Policy, which are posted in full on the GSA website.
    - J.POL.10.4.b.ii By signing the registration form, Campaign Representatives also acknowledge that they have read and are aware of the terms of an appeal within the GSA of any decisions on issues/breaches of GSA Bylaw and



Policy, including the fact that the CRO, in consultation with the GSA ERC, decides on penalties, remedial actions, and or/referrals for any issues/breaches and that the GSA Appeals and Complaints Board (GSA ACB) decides on any appeals. Any concerns with potential bias on the part of the CRO, DRO, and members of the GSA ERC in making such decisions, and members of the GSA ACB in making decisions on appeals will be filed with registration forms.

- J.POL.10.4.b.iii The current CRO, DRO, members of the GSA ERC, and members of the GSA ACB will be updated each year on the registration forms.
- J.POL.10.4.b.iv Any changes to these names will be emailed to candidates who will have twenty-four (24) hours to file any objections with the GSA Speaker.

#### **J.POL.11 Timeline**

- J.POL.11.1 Except as specified below, the timeline for a referendum is at the discretion of the CRO, in consultation with the GSA ERC.
- J.POL.11.2 “Referenda will consist of a registration period, a campaign period, and a voting period” (Section J: Referenda, GSA Bylaw, Referenda, Section J.BYL.3.2).
- J.POL.11.3 The registration period will last at least fourteen (14) calendar days and only a ‘Yes’ or ‘No’ campaign can be registered. The registration period will end on a working day. In the event that no registrations are received the referendum will proceed regardless.
- J.POL.11.4 Within twenty-four (24) hours after the close of the registration period, the CRO will hold the Meeting of the Campaign Representatives as described in Section J.POL.12, below.
- J.POL.11.5 The campaign period will last at least seven (7) calendar days and will begin no earlier than the day following the Meeting of the Campaign Representatives.
- J.POL.11.6 Voting:
  - J.POL.11.6.a Campaigning is permitted during the voting period and
  - J.POL.11.6.b The CRO will ensure that the voting period starts on a working day and lasts at least forty-eight (48) hours.

#### **J.POL.12 Meeting of the Campaign Representatives**

- J.POL.12.1 The CRO is responsible for organizing a meeting with all Campaign Representatives to provide an overview of GSA Referenda Bylaw and Policy.
- J.POL.12.2 Failure to attend the Meeting of the Campaign Representatives by a Campaign Representative (or delegate) without adequate prior notification to the CRO is grounds for disqualification of their campaign. ‘Adequate prior notification’ is defined as notice communicated electronically to the CRO at least one (1) hour in advance of the meeting. If a Campaign Representative (or delegate) this meeting due to unforeseen and exceptional circumstances, such as a last-minute emergency, any consequences may be waived at the discretion of the CRO, following consultation with the GSA ERC. There is no appeal of this decision.
- J.POL.12.3 At the meeting described in Section J.POL.12.1, above, the CRO will provide Campaign Representatives with information concerning campaigning, the General Principles and Rules of Conduct for Referenda, and the GSA ACB Policy.

#### **J.POL.13 Campaigning**

- J.POL.13.1 “The campaign period will last at least seven (7) calendar days and will begin no earlier than the day following the Meeting of the Campaign Representatives” (Section J.POL.11.5, above).
- J.POL.13.2 Campaigning is defined as any form of promotion of a ‘Yes’ or ‘No’ campaign. This includes all verbal, electronic, and visual forms of communication.

- J.POL.13.2.a No form of campaigning (verbal, electronic, and visual) will contain misinformation, slander, inappropriate, discriminatory content, or *ad hominem* attacks of individuals.
- J.POL.13.2.b Campaign Representatives will ensure all campaign plans, materials, and/or advertisements conform with all University of Alberta policies and regulations and all municipal, provincial, and federal laws.
- J.POL.13.3 Campaign materials include both those posted or circulated on University physical or electronic property, including but not limited to communications sent to mailing lists moderated by graduate student groups and departmental GSAs, and those posted or circulated on non-University physical or electronic property, including any elections-related materials shared on personal social media accounts or other online platforms.
- J.POL.13.4 The CRO will approve campaign materials posted or circulated on University physical or electronic property prior to their distribution. The CRO will review such materials to ensure they comply with Section J.POL.13.2.a, above, and any relevant GSA Bylaw and Policy. The CRO is not responsible for reviewing the editorial content of such campaign materials (eg grammar, punctuation).
  - J.POL.13.4.a Such campaign materials prepared in a language other than English will be accompanied by an English translation when submitted to the CRO for approval. The CRO is not responsible for the accuracy of translations.
  - J.POL.13.4.b The turnaround for approving campaign materials will be approximately one (1) working day.
- J.POL.13.5 The CRO will be provided access to campaign materials posted or circulated on non-University physical or electronic property, and reserves the right to penalize candidates for any violations associated with Section J.POL.13.2.a, above, and any relevant GSA Bylaw and Policy.
- J.POL.13.6 Campaign Representatives may utilize mailing lists moderated by graduate student groups and departmental GSAs to distribute CRO approved campaign materials. Campaign Representatives will not utilize mailing lists moderated by University employees and regularly used to distribute communication from the University.
- J.POL.13.7 Campaign Representatives will get permission, where appropriate, to campaign in instructional spaces, such as classrooms and lecture halls. Campaign Representatives will not campaign in unsafe spaces that require permission to access and proper safety equipment. The CRO will talk about safety issues, including campaigning in labs, at the Meeting of the Campaign Representatives.
- J.POL.13.8 Campaign Representatives may not use resources for campaigning that are not publicly accessible to all Campaign Representatives. For example, do not use Departmental or Supervisor photocopiers to print campaign materials.
- J.POL.13.9 Campaign Representatives will not use the University or GSA logos on any physical or electronic campaign materials.
- J.POL.13.10 Campaign Representatives will not accept gifts of money, gifts in kind, or equivalents (eg campaign posters or a friends and family discount for printing) from student groups or colleagues.
- J.POL.13.11 Campaign Representatives are encouraged to ask the CRO, before acting, if they have any questions about particular GSA Referenda Bylaw or Policy (including questions related to the development of campaign materials and the planning of campaign events), and to report any breaches of GSA Referenda Bylaw or Policy to the CRO.
- J.POL.13.12 Campaign Representatives are responsible for removing all campaign materials after voting has closed.
- J.POL.13.13 Campaign Spending Limit
  - J.POL.13.13.a Campaign Representatives are authorized to spend no more than \$150 on campaign material over the course of a referendum. In order to encourage Campaign Representatives to think, in advance, about campaign expenditures, a written informal plan for campaign expenditures will be submitted to the CRO

- before the Meeting of the Campaign Representatives (either electronically or in hard copy).
- J.POL.13.13.b Campaign Representatives will report to the CRO all campaign-related expenses, and submit receipts (either electronically or in hard copy) no later than two (2) hours after the close of the voting period.
- J.POL.13.13.c Exceeding the spending limit or failure to report and submit campaign expenses and receipts constitutes grounds for disqualification for the campaign.
- J.POL.13.13.d Campaign costs are not reimbursed.

**J.POL.14 CRO's Decision on Penalties, Remedial Action, and Referrals**

- J.POL.14.1 The CRO will normally reach a decision on alleged breaches within seventy-two (72) hours. If more time is required to reach a decision, the CRO will consult with the GSA ERC regarding extensions.
- J.POL.14.2 When the CRO becomes aware of an issue or breach of GSA Referenda Bylaw or Policy, or other applicable policies or laws, or a third party complains to the CRO about an alleged issue or breach of GSA Referenda Bylaw or Policy, the CRO will consult, where reasonable, with the DRO, available member(s) of the GSA ERC, and the Executive Director (ED) (or delegate), concerning deadlines and other related matters (as noted in Section D: GSA Officers, GSA Policy, GSA Officer Portfolios, Chief Returning Officer and Deputy Returning Officer) and will:
- J.POL.14.2.a Decide whether informal resolution should be attempted and, if so, contact the complainant and Campaign Representative and
- J.POL.14.2.b Email any written complaint to the Campaign Representative, or email the Campaign Representative the details of the issue/breach in writing, and request a written response, setting a deadline of at least eight (8) hours.
- J.POL.14.2.c Upon reaching a decision the CRO will inform the Campaign Representative of their decision on penalties, remedial actions, or referrals, their reasons for the decision, and will state whether the campaign can continue.
- J.POL.14.2.d The CRO may impose the following penalties, remedial actions, or make referrals:
- J.POL.14.2.d.i Verbal or written reprimands,
- J.POL.14.2.d.ii Reduction of spending limits,
- J.POL.14.2.d.iii Disqualification of the campaign from the current referendum,
- J.POL.14.2.d.iv Any other penalty or remedial action, and
- J.POL.14.2.d.v Any referrals.
- J.POL.14.2.e The ED (or delegate) will be copied on the emails described above.
- J.POL.14.2.f If a person provides information on an anonymous basis, that information and the request for anonymity will be assessed on a case-by-case basis.
- J.POL.14.2.g The CRO will advise the Campaign Representative that they have twenty-four (24) hours from the time the CRO's email is deemed delivered (see Section H: Performance, Conduct, Responsibilities, and Attendance, and the GSA Appeals and Complaint Board, GSA Policy, GSA Standing Committees, GSA Appeals and Complaints Board, Section H.POL.7.3, for a definition of "Deemed Delivered") for an emailed appeal to be received by the Chair of the GSA ACB, as denoted in Section H: Performance, Conduct, Responsibilities, and Attendance, and the GSA Appeals and Complaint Board, GSA Policy, GSA Standing Committees, GSA Appeals and Complaints Board, Section H.POL.16.2.b.
- J.POL.14.3 All decisions of the CRO will be reported to the GSA ERC as soon as they are reached. Subject to privacy legislation, the GSA ERC and CRO will decide whether a decision should be posted on the GSA website and will take into consideration the nature and severity of the issues of breach and balance in relation to public interest. Posted decisions should include:
- J.POL.14.3.a A summary of the alleged issue or breach,

- J.POL.14.3.b A list of parties to the alleged issue or breach (unless anonymity was granted, see Section J.POL.14.2.f, above),
- J.POL.14.3.c A summary of the reasons for the decision and the process by which it was reached,
- J.POL.14.3.d A listing of all applicable GSA Bylaws and Policies,
- J.POL.14.3.e The decided upon penalties, remedial actions, and/or referrals, and
- J.POL.14.3.f The time limit for the appeal.
- J.POL.14.4 Unless otherwise stated in GSA Referenda Bylaw and Policy, decisions of the CRO are subject to appeal to the GSA ACB.

#### **J.POL.15 Voting**

- J.POL.15.1 “All referenda voting will be done electronically, except in the event of a failure of the electronic system in use” (Section J: Referenda, GSA Bylaw, Referenda, Section J.BYL.5.1).
- J.POL.15.2 In the event of a tie vote, GSA Council will decide whether to re-run a referendum.
- J.POL.15.3 Individuals have twenty-four (24) hours after the release of provisional results to lodge a complaint with the CRO about an alleged breach of GSA Bylaw and Policy.

#### **J.POL.16 Results**

- J.POL.16.1 Upon completion of the ballot count, the CRO will announce the provisional results, ie results that are subject to appeal for twenty-four (24) hours from the time the provisional results are released and which may, in addition, be affected because of earlier complaints not yet resolved. Results will be made official only when the GSA’s process of dealing with alleged breaches of GSA Referenda Bylaw and Policy and any appeals within that process are exhausted.
- J.POL.16.2 In the case where the electronic voting system fails and paper ballots were used, the paper ballots will be destroyed one (1) month following the release of the official results.

#### **J.POL.17 Reporting**

- J.POL.17.1 The CRO will draft a procedural report following each referendum. This report will outline major decisions, a summary of discussions and consultations with the GSA ERC, processes, issues, and recommendations for any future referendum. This report will be provided to the next CRO and DRO, the GSA ERC, the GSAB, and GSA Council.

**Section K: Finances****GSA Bylaw: Finances<sup>59</sup>****K.BYL.1 Budget**

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

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<sup>59</sup> Approved by GSA Council on 24 February 2011. Amended by GSA Council on 18 July 2016.

**GSA Policy: GSA Standing Committees, GSA Budget and Finance Committee**<sup>60</sup>**K.POL.2 Composition**

- K.POL.2.1 The President as Chair.
- K.POL.2.2 The Vice-President Labour (VPL) as Vice-Chair.
- K.POL.2.3 One (1) member of GSA Council elected by GSA Council as a voting member.
- K.POL.2.4 Two (2) graduate student members elected by GSA Council as voting members.
- K.POL.2.5 The Executive Director (ED) (or delegate), GSA Financial Manager, and GSA Accountant as non-voting members.

**K.POL.3 Mandate**

- K.POL.3.1 The overall mandate of the GSA BFC is to advise the President and management on the financial affairs of the GSA and to provide for the long-term financial health of the organization. Members are expected, by GSA Council, to rise above any local/departmental views or issues and to take into account the needs of the GSA as a whole.
- K.POL.3.2 The GSA BFC will fulfil the following advisory functions:
  - K.POL.3.2.a Advising the President, GSAB and ED (or delegate) on the long-term planning and priorities of the GSA in light of the GSA's strategic goals.
  - K.POL.3.2.b Advising the President and GSA Council on budget principles, policies, and procedures, and on any other related financial policies,
  - K.POL.3.2.c Receiving information and advice from the GSA Auditor with respect to any information and recommendations the Auditor wishes to present, and
  - K.POL.3.2.d Reviewing the investment portfolio and advising the President and ED (or delegate) on long-term investment strategies and on any overarching, macroplanning or long-term financial/budgetary issues.
- K.POL.3.3 The GSA BFC will receive for information and forward to the GSAB quarterly reports on expenses and revenues; these reports will present comparative information from previous years in a way that shows, in transparent fashion, the percent of the annual budget spent in each quarter, by budget division.
- K.POL.3.4 The GSA BFC will review and advise on the annual three (3) year rolling budget and business plan.
- K.POL.3.5 The GSA BFC will make recommendations to GSA Council on the annual operating and capital budgets.
- K.POL.3.6 As stated in Section M: GSA Health and Dental Plan, GSA Policy, GSA Health and Dental Plan and GSA Health and Dental Plan Reserve Fund, Section M.POL.11.2.c, "To draw down the HDPRF [Health and Dental Plan Reserve Fund], the GSAB must provide to the GSA BFC information regarding the proposed use of the HDPRF, including the anticipated amounts to be drawn down from the HDPRF and a rolling plan regarding the HDPRF."
  - K.POL.3.6.a As stated in Section M: GSA Health and Dental Plan, GSA Policy, GSA Health and Dental Plan and GSA Health and Dental Plan Reserve Fund, Section M.POL.11.2.c.i, "If the GSA BFC finds that the proposal is financially sound, it will present the proposal and the financial implications to GSA Council for approval."

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<sup>60</sup> Amended by GSA Council on 26 September 2011, and 18 July 2016. Editorial revisions made by the GSA Governance Committee on 23 October 2014 (Chair and Vice-Chair under delegated authority from the GSA Governance Committee) and on 3 April 2017.

K.POL.3.6.b As stated in Section M: GSA Health and Dental Plan, GSA Policy, GSA Health and Dental Plan and GSA Health and Dental Plan Reserve Fund, Section M.POL.11.2.c.ii, "If the GSA BFC finds that the proposal is financially unsound, it will report its findings to the GSAB for reconsideration."

**K.POL.4 Meetings**

K.POL.4.1 Quorum is three (3) voting members including either the Chair or Vice-Chair.

**GSA Policy: Budget Principles, Practices, and Procedures**<sup>61</sup>

<b>Purpose:</b> To outline policies related to the GSA budget.	
<b>Scope:</b> This policy outlines principles, practices and procedures governing the GSA budget.	
<b>Related GSA Bylaw and Policy</b>	Section K: Finances, GSA Bylaw, Finances GSA Board Policy, Section 11, External Grants GSA Board Policy, Section 12, Travel Expenses Related to External Relations
<b>Related Forms</b>	None

**K.POL.4 Principles**

- K.POL.4.1 In planning and managing its budget, the GSA will be guided by the following principles:
- K.POL.4.1.a Be open and transparent, encouraging comprehensive input and consultation from both the GSA Board (GSAB) and the GSA Budget and Finance Committee (GSA BFC),
  - K.POL.4.1.b Take into account the GSA’s vision, mission, and mandate, which are based largely on the GSA’s duties as set out in the *Post-Secondary Learning Act (PSLA)*, and be guided by the GSA Board Strategic Work Plan,
  - K.POL.4.1.c Ensure the long-term viability and robust health of a fees-driven organization which delivers a range of services,
  - K.POL.4.1.d Establish a Financial Stabilization Fund equal to (approximately) a minimum three (3) months operating expenditure and up to six (6) months operating expenditure,
  - K.POL.4.1.e Facilitate long-term planning by developing a three (3) year rolling budget and business plan for revenue and expenditure,
  - K.POL.4.1.f Enable provision of the key financials, budget projections, information notes, and any other documentation required by GSA Council, the GSAB, GSA BFC, or the GSA’s Auditor,
  - K.POL.4.1.g Require reporting of re-allocation of resources,
  - K.POL.4.1.h Support resource accountability,
  - K.POL.4.1.i Delegate budget decisions to the level at which operational decisions are made, and
  - K.POL.4.1.j Propose to GSA Council a budget that represents all aspects of the GSA’s operations.

**K.POL.5 Practices**

*Note from GSA Management:* “Membership fees will be indexed annually to inflation as measured by the Alberta Consumer Price Index” (Section B: Members, GSA Bylaw, Members, Section B.BYL.2.2) and “Notwithstanding Section B: Members, GSA Bylaw, Members, Section B.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 GSA Council” (Section B: Members, GSA Bylaw, Members, Section B.BYL.2.3).

*Note from GSA Management:*<sup>62</sup> “DEOs will be paid a stipend and the CRO and Speaker will be paid an honorarium as detailed in the GSA’s annual GSA Council approved budget” (Section D: GSA Officers, GSA Bylaw, GSA Officers, Section D.BYL.1.4.a) and “any changes in the stipend above the Consumer Price Index are subject to explicit approval by GSA

<sup>61</sup> Approved by GSA Council on 22 August 2011. Amended by GSA Council on 11 February 2013 and 18 July 2016. Editorial revisions made by the GSA Governance Committee on 4 February 2014 (Chair and Vice-Chair under delegated authority from the GSA Governance Committee), 23 October 2014 Chair and Vice-Chair under delegated authority from the GSA Governance Committee), and 16 January 2015.

<sup>62</sup> Note from GSA Management (not part of GSA Policy) added on 21 January 2015 (with approval from the Chair and Vice-Chair of the GSA Governance Committee) for information and clarification.



Council. Any changes to the honorarium are subject to explicit approval by GSA Council” (Section D: GSA Officers, GSA Bylaw, GSA Officers, Section D.BYL.1.4.b).

*Note from GSA Management:*<sup>63</sup> “To ensure prudent financial management the GSA Board and GSA Budget and Finance Committee (GSA BFC) will regularly review the HDPRF [Health and Dental Plan Reserve Fund] in conjunction with review of the GSA’s Budget and Expenditure (Quarterly) Reports” (Section M: GSA Health and Dental Plan, GSA Policy, GSA Health and Dental Plan and GSA Health and Dental Plan Reserve Fund, Section M.POL.11.1.a).

- K.POL.5.1 The Unrestricted and Restricted Operating Budget will be organized into broad budget divisions which are presented to the GSA BFC, the GSAB, and GSA Council in both the quarterly reports and the annual three (3) year rolling budget and business plan.
- K.POL.5.2 Budget Divisions and Budget Lines Within Divisions
  - K.POL.5.2.a Except for the Financial Stabilization 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 ‘human resources’ budget division will have over a dozen individual budget lines, from staff salaries to vacation payout to parental leave funds.
  - K.POL.5.2.b Budget lines which embrace contractual funds cannot be changed unilaterally.
- K.POL.5.3 Reallocation and Variance Within a Division After the Budget is Approved
  - K.POL.5.3.a The GSA fiscal year starts April 1 and ends March 31. The budget is a financial report containing estimates of income and expenses. In budgeting, a variance is the difference between the budgeted amount and the actual amount incurred. Reallocations and variances are calculated for both revenue and expenses. Reallocations and variances against the original budget are reported quarterly to the GSA BFC, the GSAB, and GSA Council. Unspent funds at year-end are rolled over, except that unspent funds for legal consultation are placed in the Legal Defense Fund.
  - K.POL.5.3.b During the budget year, within the Advocacy and Governance divisions, all requests for reallocation must be recommended by the GSA BFC to the GSAB, which may approve the reallocation.
  - K.POL.5.3.c During the budget year, no reallocations may be made from the Financial Stabilization Fund without approval by GSA Council.
- K.POL.5.4 Budget and Expenditure (Quarterly) Reporting
  - K.POL.5.4.a The GSA Accountant and the GSA Financial Manager will prepare a Budget and Expenditure Quarterly Report which will first be submitted to the Executive Director (ED), then the GSA President and then to the GSA BFC, the GSAB, and to GSA Council for information. It is suggested that these reports be organized by budget divisions and lines, with the following information in easy-to-follow columns: current budget; actual year-to-date expenditure, forecast to the year end, total forecast, balance remaining, percent remaining, informative comment on any variance or approved reallocation, and comment on significant comparisons from previous years. All such reports will be compliant with Alberta’s *Personal Information Protection Act* and other applicable laws.
- K.POL.5.5 Audit
  - K.POL.5.5.a Following the GSA fiscal year end, the GSA Accountant and the GSA Financial Manager, in consultation with the ED, will arrange for an audit of the GSA’s financial records by the approved auditor as required by the *PSLA*. Audited financial statements are normally due ninety (90) days after year-end. Audited financial

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<sup>63</sup> Note from GSA Management (not part of GSA Policy) added on 23 October 2014 (with approval from the Chair and Vice-Chair of the GSA Governance Committee) for information and clarification.

statements will be submitted by the Auditor to the President and ED; then to the GSA BFC for information; then to the GSAB for approval; then to GSA Council for information and onward transmission to the University of Alberta Board of Governors. The GSA Accountant and the GSA Financial Manager will prepare draft financial statements and the year-end working papers.

#### K.POL.5.6 Funding

- K.POL.5.6.a If a funding need is identified, the President will consult with the GSA BFC and the GSAB, and then submit a funding proposal to the appropriate University office, including the rationale for the required funding need and how it will be used to benefit graduate students. If unsolicited University funding is offered, the President will consult with the GSA BFC and the GSAB and will relay any conditions attached to the funding. After consulting with the GSA BFC, a recommendation will be made to the GSAB.
- K.POL.5.6.b Use of University funding will align with the GSA Board Strategic Work Plan.
- K.POL.5.6.c If unsolicited external funding is offered, it is subject to the approval of the GSAB.

#### K.POL.6 Procedures

##### K.POL.6.1 Signing Authority

- K.POL.6.1.a Financial documents related to the Unrestricted Operating Budget requiring signature, including but not limited to cheques and investment instructions, require two (2) signatures: either any two (2) Directly-Elected Officers (DEOs), or any one (1) DEO and one Director.
- K.POL.6.1.b The President, at least two (2) Vice-Presidents, and at least two (2) Directors will each as individuals have authority as signing officers for the GSA.
- K.POL.6.1.c Wherever possible, it is preferable for one of the signatories to be the President.

##### K.POL.6.2 Business Travel

- K.POL.6.2.a The GSAB approves all estimated expenses related to travel for External Relations (eg Western Summit, GU15). Such travel will be reported to GSA Council.
- K.POL.6.2.b Travel and other expense claims by the DEOs or management (such as meals) must include a receipt and details about the event. Exclusions are contractual expenses, such as parking, professional expense allowance claims, etc, or expenses related to the venue/hosting of the GSAB, GSA Council, Orientation, Awards Night, or similar GSA service events (these are reported to the GSA BFC, GSAB, and GSA Council in the Budget and Expenditure Quarterly Reports on expenses and revenues).
- K.POL.6.2.c All travel and other expense claims must be pre-approved by the President or the ED to ensure that they fit within the budget and align with University policy before being approved by the GSAB. Receipts for reimbursement must be submitted to the GSA Financial Manager with appropriate details. Summaries of actual expenses will be reviewed by the GSAB prior to posting on the GSA website.

##### K.POL.6.3 Allowable Travel Expenses

- K.POL.6.3.a University regulations will be observed (available on the University of Alberta Policies and Procedures Online website under the "Supply of Goods and Services" Policy).

##### K.POL.6.4 Cheque Requisitions

- K.POL.6.4.a All cheque requisitions will be prepared by the GSA Financial Manager (or delegate) and signed off by one (1) Director before the required two (2) signatures are sought.

## **Section L: Legal Defence Fund**

### **GSA Bylaw: Legal Defence Fund**<sup>64</sup>

#### **L.BYL.1 Definitions**

- L.BYL.1.1 For the purposes of this bylaw, the Legal Defence Fund will be referred to as the “LDF.”

#### **L.BYL.2 Purpose of Fund**

- L.BYL.2.1 The purpose of the LDF is to provide the GSA with the necessary resources to enter into legal action where appropriate.
- L.BYL.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.
- L.BYL.2.3 The LDF may be used to pay legal costs involved when the GSA brings legal action against other parties.
- L.BYL.2.4 The LDF may be used to pay legal costs involved in settling labour relations disputes with the University.
- L.BYL.2.5 The LDF may not be used to pay legal costs involved in settling disputes between GSA members.
- L.BYL.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.
- L.BYL.2.7 The LDF may not be used to pay any judgements rendered against the GSA.

#### **L.BYL.3 Location of the LDF**

- L.BYL.3.1 The monies associated with the LDF will be held in an interest bearing account with a term to maturity of no more than sixty (60) days.

#### **L.BYL.4 Size of the LDF**

- L.BYL.4.1 The LDF will hold a target amount equal to \$62,000. This level is subject to periodic review.

#### **L.BYL.5 Proceeds of the LDF**

- L.BYL.5.1 Any interest earned by the LDF will 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 will be returned to GSA general revenue.

#### **L.BYL.6 Access to the LDF**

- L.BYL.6.1 In order for money from the LDF to be used, the following procedures must be followed:
- L.BYL.6.2 The GSA Board (GSAB) must send the issue to the GSA Budget and Finance Committee (GSA BFC) and the GSA BFC must deal with the issue at its next regular meeting or within two (2) weeks of receipt of the request from the GSAB. The GSA BFC is to make its decisions based on guidelines set out in GSA Policy.
- L.BYL.6.3 GSA Council must approve the use of funds.

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<sup>64</sup> Approved by GSA Council on 16 July 2001.

**GSA Policy: Legal Defence Fund**<sup>65</sup>

<b>Purpose:</b> To provide additional policy and procedure relevant to the Legal Defence Fund.	
<b>Scope:</b> This policy expands upon procedures for the Legal Defence Fund.	
<b>Related GSA Bylaw and Policy</b>	Section L: Legal Defence Fund, GSA Bylaw, Legal Defence Fund
<b>Related Forms</b>	None

**L.POL.6 Defending the GSA in Actions Brought by Other Parties**

- L.POL.6.1 In the event that the GSA is served notice, and upon being informed that the GSA's liability insurance will not cover the action, the GSA Board (GSAB) will make an application to the GSA Budget and Finance Committee (GSA BFC). The GSA BFC will then make a recommendation to GSA Council to approve the use of funds. However, the GSA will work with its legal counsel to handle the case in the most expeditious and least costly way.

**L.POL.7 Arbitration**

- L.POL.7.1 Once a dispute arising during Collective Agreement (CA) negotiations has reached the arbitration stage, as per the CA, the Vice-President Labour in conjunction with the GSA Negotiating Committee (GSA NC) will seek legal advice as to the merits of the case. Upon consultation with counsel, if it is felt that the case has merit, then the GSA NC will recommend to the GSAB that it proceed to arbitration. The GSAB will, bearing in mind confidentiality, make an application to the GSA BFC of the decision to proceed to arbitration. The GSA BFC will then make a recommendation to GSA Council (if it feels the case is warranted) regarding the use of the Legal Defence Fund (LDF).

**L.POL.8 Action against Other Parties by the GSA**

- L.POL.8.1 In cases where the GSAB feels that it has a legal basis and an obligation to uphold the rights of the GSA, the GSAB may investigate the possibility for legal action. Upon consultation with counsel, if the legal opinion is that there are grounds for action, the GSAB will make an application to the GSA BFC. The GSA BFC will then make a recommendation to GSA Council (if it feels the case is warranted), through the GSAB, regarding the use of the LDF.

**L.POL.9 Intervener Status by the GSA**

- L.POL.9.1 In cases where the GSAB feels that a case before the courts has the potential to set precedent that could impact graduate students, the GSAB will make an application to the GSA BFC. The GSA BFC will then make a recommendation to GSA Council (if it feels the case is warranted) regarding the use of the LDF.

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<sup>65</sup> Approved by GSA Council on 16 July 2001.

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

**GSA Bylaw: GSA Health and Dental Plan**<sup>66</sup>

**M.BYL.1 General**

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

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<sup>66</sup> Amended by GSA Council on 11 July 2005 and 17 November 2014.

**GSA Bylaw: GSA Health and Dental Plan Reserve Fund**<sup>67</sup>

**M.BYL.2 Definitions**

- M.BYL.2.1 For the purposes of this Bylaw, the GSA Health and Dental Plan Reserve Fund will be referred to as the HDPRF.

**M.BYL.3 Purpose of the HDPRF**

- M.BYL.3.1 The HDPRF is meant to ensure that all GSA Health and Dental Plan fees paid by graduate students are going towards health and dental coverage. For example, the HDPRF may be used to:
  - M.BYL.3.1.a Lessen the GSA Health and Dental Plan fee increases from one (1) year to another, acting as a buffer,
  - M.BYL.3.1.b Expand services or coverage with no or reduced GSA Health and Dental Plan fee increases, or
  - M.BYL.3.1.c Provide other services, or financial adjustments to the GSA Health and Dental Plan and its associated costs.
- M.BYL.3.2 The HDPRF may only be used for GSA Health and Dental Plan purposes.
- M.BYL.3.3 The administration of the HDPRF will be governed by GSA Policy (see Section M: GSA Health and Dental Plan, GSA Policy, GSA Health and Dental Plan and GSA Health and Dental Plan Reserve Fund, Section M.POL.11).

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<sup>67</sup> Amended by GSA Council on 25 July 2011 and 17 November 2014.

**GSA Policy: GSA Health and Dental Plan and GSA Health and Dental Plan Reserve Fund<sup>68</sup>**

<b>Purpose:</b> To outline policies related to the GSA Health and Dental Plan and the GSA Health and Dental Plan Reserve Fund.	
<b>Scope:</b> This policy outlines the administration of the GSA Health and Dental Plan and the GSA Health and Dental Plan Reserve Fund.	
<b>Related GSA Bylaw and Policy</b>	Section M: GSA Health and Dental Plan, GSA Bylaw, GSA Health and Dental Plan Section M: GSA Health and Dental Plan, GSA Bylaw, GSA Health and Dental Plan Reserve Fund Section K: Finances, GSA Policy, GSA Standing Committees, GSA Budget and Finance Committee
<b>Related Forms</b>	None

**M.POL.4 Plan Availability**

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

**M.POL.5 Implementation Dates**

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

**M.POL.6 Fees**

- M.POL.6.1 In this Policy, "Fee(s)" will refer to the amount of money paid by enrolled graduate students for the Plan. The amount of the Fee includes both Plan premiums and administrative overhead. The Fee may include an amount for the replenishment of the Health and Dental Plan Reserve Fund (see Section M.POL.11, below).
- M.POL.6.2 Fees will be collected through the University's regular student fee payment mechanism in September and January of each year that the Plan is in effect.
- M.POL.6.3 Fees will be non-refundable except where a graduate student qualifies to opt-out of the Plan (see Section M.POL.8, below).

**M.POL.7 Opt-out Provisions**

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

<sup>68</sup> Amended by the Annual General Meeting on 28 March 2011. Amended by GSA Council on 11 July 2005, 16 October 2006, 25 July 2011, and 17 November 2014. Section moved to GSA Policy from GSA Bylaw, Finances, and GSA Health and Dental Plan by GSA Council on 17 November 2014. Editorial revisions made by the GSA Governance Committee on 27 March 2015 (Chair and Vice-Chair under delegated authority from the GSA Governance Committee).

**M.POL.8 Opt-in Provisions**

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

**M.POL.9 Oversight by GSA Board**

- M.POL.9.1 The GSA Board (GSAB) is mandated to oversee the implementation, administration, and performance of the GSA Health and Dental Plan, and to make recommendations to GSA Council regarding the Plan (quoted in Section F: GSA Standing Committees, GSA Policy, GSA Standing Committees, GSA Board, Section F.POL.3.2.c).

**M.POL.10 Increases in Fees**

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

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

- M.POL.11.1 Administration of the GSA Health and Dental Plan Reserve Fund (HDPRF)
  - M.POL.11.1.a To ensure prudent financial management the GSAB and GSA Budget and Finance Committee (GSA BFC) will regularly review the HDPRF in conjunction with review of the GSA's Budget and Expenditure (Quarterly) Reports.
  - M.POL.11.1.b All surpluses from Plan fees must be transferred into the HDPRF at the end of the fiscal year.
  - M.POL.11.1.c The HDPRF is restricted funding and will be kept separate from the GSA operating budget.
  - M.POL.11.1.d Any interest earned by the HDPRF will be returned to the HDPRF.
  - M.POL.11.1.e The HDPRF will be replenished through the collection of fees in excess of the cost of the Plan upon the recommendation of GSA Council and on the recommendation of the GSAB and the GSA BFC.
- M.POL.11.2 Access to the HDPRF
  - M.POL.11.2.a A draw down of the HDPRF can only be proposed once the total fees collected are less than the cost of the Plan.
  - M.POL.11.2.b The HDPRF may not be overdrawn.
  - M.POL.11.2.c To draw down the HDPRF, the GSAB must provide to the GSA BFC information regarding the proposed use of the HDPRF, including the anticipated amounts to be drawn down from the HDPRF (quoted in Section K: Finances, GSA Policy, GSA Standing Committees, GSA Budget and Finance Committee, Section K.POL.3.7) and a rolling plan regarding the HDPRF.
    - M.POL.11.2.c.i If the GSA BFC finds that the proposal is financially sound, it will present the proposal and the financial implications to GSA Council for approval (quoted in Section K: Finances, GSA Policy, GSA Standing Committees, GSA Budget and Finance Committee, K.POL.3.7.a).
    - M.POL.11.2.c.ii If the GSA BFC finds that the proposal is financially unsound, it will report its findings to the GSAB for reconsideration (quoted in Section K: Finances,



GSA Policy, GSA Standing Committees, GSA Budget and Finance Committee, K.POL.3.7.b).

M.POL.11.2.d GSA Council must approve any proposals prior to use of HDPRF funds.

**Section N: Academically-Related Graduate Student Groups****GSA Bylaw: Academically-Related Graduate Student Groups<sup>69</sup>****N.BYL.1 General**

- N.BYL.1.1 Any Academically-Related Graduate Student Group will be defined as such when registered with the GSA, with registration authority to the Office of the Dean of Students.
- N.BYL.1.2 The GSA, the University of Alberta Office of the Dean of Students, and Student Group Services (SGS) are jointly responsible for the administration and oversight of such groups as per GSA Bylaw on Academically-Related Graduate Student Groups and other relevant GSA Policy or GSA Board Policy.

**N.BYL.2 Registration**

- N.BYL.2.1 In order to register as an Academically-Related Graduate Student Group with the GSA, a graduate student group must:
  - N.BYL.2.1.a Be registered as a student group with the University of Alberta,
  - N.BYL.2.1.b Have an executive committee comprised of at least 3/4 graduate students. As per the Student Groups Procedure in University of Alberta Policies and Procedures Online (UAPPOL), all of the executive members with voting privileges must also be currently part-time or full-time University of Alberta students,
  - N.BYL.2.1.c Have a total membership of at least 2/3 graduate students,
  - N.BYL.2.1.d Submit bylaws or other governing documents to SGS that meet reasonable governance standards, at the discretion of SGS, and
  - N.BYL.2.1.e Any other roles or responsibilities set out in relevant GSA Bylaw, Policy, or Board Policy.
- N.BYL.2.2 As per the Student Groups Procedure in UAPPOL, a group's initial registration with the Office of the Dean of Students may occur at any time of the year; re-registration must be completed annually within two (2) months of the group's election of new executive members.
  - N.BYL.2.2.a As such, it is the responsibility of Academically-Related Graduate Student Group to familiarize themselves with all policies pertaining to student group status, and to re-register within two (2) months of the group's election of new executive members to ensure their ongoing student group status.
- N.BYL.2.3 The GSA reserves the right to suspend an Academically-Related Graduate Student Group's GSA registration, and all rights and privileges associated with such registration.

**N.BYL.3 Privileges**

- N.BYL.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.
- N.BYL.3.2 Where there is a portion of the GSA's operating budget designated for grants to be paid to Academically-Related Graduate Student Group, only groups that are fully registered will be eligible to receive a grant from that portion of the GSA's operating budget.

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<sup>69</sup> Approved by GSA Council on 17 January 2011. Editorial changes made by the GSA Governance Committee 4 February 2014 (Chair and Vice-Chair under delegated authority from the GSA Governance Committee).

**N.BYL.4 Responsibilities**

- N.BYL.4.1 Academically-Related Graduate Student Group will manage their finances responsibly and maintain financial records, subject to auditing by the University of Alberta, SGS, or the GSA.
- N.BYL.4.2 Academically-Related Graduate Student Group will act on behalf of and for their members and according to all relevant regulations, including (but not limited to):
  - N.BYL.4.2.a GSA Bylaw, Policy, and Board Policy pertaining to Academically-Related Graduate Student Groups,
  - N.BYL.4.2.b The University of Alberta Code of Student Behaviour,
  - N.BYL.4.2.c University of Alberta student group policies and procedures,
  - N.BYL.4.2.d The individual groups' own governing documents, as approved by SGS on delegated authority of the GSA through registration, and
  - N.BYL.4.2.e All applicable laws.
- N.BYL.4.3 Academically-Related Graduate Student Group will serve their members in a way that is transparent, democratic, accountable, and fiscally prudent.
- N.BYL.4.4 Academically-Related Graduate Student Group will promote community, benefit their members and the community, and be non-commercial.

**Section O: GSA Recognition Awards****GSA Policy: GSA Recognition Awards and Adjudication Criteria<sup>70</sup>**

<b>Purpose:</b> To describe GSA Recognition Awards and their adjudication criteria and procedures.	
<b>Scope:</b> This policy sets out the adjudication criteria for all recognition awards offered by the GSA.	
<b>Related GSA Bylaw and Policy</b>	Section O: GSA Recognition Awards, GSA Policy, GSA Standing Committees, GSA Awards Selection Committee GSA Board Policy, Section 6, Graduate Citizenship Award and GSA Recognition Awards Application/Nomination and Adjudication Processes
<b>Related Forms</b>	Nomination forms available at <a href="http://www.gsa.ualberta.ca">www.gsa.ualberta.ca</a> ; nomination forms are based directly on the below GSA Policy

**O.POL.1 General: Eligibility Requirements**

- O.POL.1.1 **Number of GSA Recognition Awards graduate students can apply for each year:** No maximum but must meet the application eligibility requirements for the award, and each award applied for must have a complete application package.
- O.POL.1.2 **Number of times an individual can be nominated or self-nominated for the same GSA Recognition Award each year:** No more than one (1) each year. The first nomination received will be the one adjudicated.
- O.POL.1.3 **Eligibility of Directly-Elected Officers and members of the GSA Awards Selection Committee:** Refer to Section O: GSA Recognition Awards, GSA Policy, GSA Standing Committees, GSA Awards Selection Committee.
- O.POL.1.4 **Number of GSA Recognition Awards graduate students can receive each year:** No more than one (1).
- O.POL.1.5 **Number of times an Academically-Related Graduate Student Group or graduate student can receive the same GSA Recognition Award:** No more than two (2) times.

**O.POL.2 GSA Recognition Awards**

- O.POL.2.1 Academic Staff Award
  - O.POL.2.1.a The purpose of this award is to recognize a member of the Association of Academic Staff, University of Alberta (AASUA) whose work with and for graduate students has been of exceptionally high quality. Any member of AASUA is eligible for this award. The nominee must have been a member of AASUA when their contribution was made. Self-nominations are not accepted. Group nominations are not accepted.
  - O.POL.2.1.b The Academic Staff Award will be adjudicated on the basis of four (4) criteria: excellence in support of graduate student teaching and/or research; leadership in collaboration with graduate students; contribution to graduate student professional development; and overall commitment to the success of graduate students in their programs. Each criterion will be ranked on a scale of 1-5 (5 being high) and then added to determine the total rank for the nominee.
  - O.POL.2.1.c One (1) or more Certificate(s) of Distinction may be conferred annually.
- O.POL.2.2 Life-Long Membership Award

<sup>70</sup> Amended by GSA Council on 21 October 2013, 17 November 2014, and 23 November 2015. Editorial revisions made by the GSA Governance Committee on 9 August 2013, 16 January 2015, and 22 August 2016.

- O.POL.2.2.a The purpose of this award is to recognize an individual who has made a significant contribution of time and effort to either society or the well-being and success of graduate students at the University of Alberta. Any current or former member of the University community (any individual who participates in the activities of the University, broadly defined) is eligible for this award. The nominee must have been a member of the University community when their contribution was made. Self-nominations are not accepted. Group nominations are not accepted.
- O.POL.2.2.b The Life-Long Membership Award will be adjudicated on the basis of two (2) criteria: significance of contribution to graduate students and extent of contribution to graduate students. Each criterion will be ranked on a scale of 1-5 (5 being high) and then added to determine the total rank for the nominee.
- O.POL.2.2.c One (1) or more Certificate(s) of Distinction may be conferred annually.
- O.POL.2.3 Non-Academic Staff Award
- O.POL.2.3.a The purpose of this award is to recognize a member of the Non-Academic Staff Association (NASA) of the University of Alberta for their exceptional performance and/or service to graduate students. Any member of NASA is eligible for this award. The nominee must have been a member of NASA when their contribution was made. Self-nominations are not accepted. Group nominations are not accepted.
- O.POL.2.3.b The Non-Academic Staff Award will be adjudicated on the basis of three (3) criteria: excellence in support of graduate student teaching and/or research leadership in collaboration with graduate students; contribution to graduate student professional development; and overall commitment to the success of graduate students in their programs. Each criterion will be ranked on a scale of 1-5 (5 being high) and then added to determine the total rank for the nominee.
- O.POL.2.3.c One (1) or more Certificate(s) of Distinction may be conferred annually.
- O.POL.2.4 Graduate Student Supervisor Awards
- O.POL.2.4.a The purpose of these awards is to recognize those faculty members who excel in the supervision of graduate students. The nominee must be the current supervisor of a current graduate student(s). Holding a Tri-Council grant is not a requirement for this award. Self-nominations are not accepted. Group nominations are not accepted.
- O.POL.2.4.b The Graduate Student Supervisor Awards will be adjudicated on the basis of four (4) criteria: excellence in mentoring and supervision; leadership in engaging graduate students; contribution to graduate student professional development; and overall commitment to the success of graduate students in their programs. Each criterion will be ranked on a scale of 1-5 (5 being high) and then added to determine the total rank for the nominee.
- O.POL.2.4.c One (1) or more Certificate(s) of Distinction may be conferred annually to a supervisor in each of the Tri-Council areas of the Social Sciences and Humanities (SSHRC), Natural Sciences and Engineering (NSERC), and Health Sciences (CIHR).
- O.POL.2.5 Graduate Student Service Awards
- O.POL.2.5.a The purpose of these awards is to recognize the endeavours of graduate students (either working individually or with a University student group) in service to other members of the University and/or wider community. Only the activities undertaken during a graduate student's current program (as a graduate student of the University of Alberta) will be considered.
- O.POL.2.5.b The Graduate Student Service Awards recognize excellence of contribution to the community in a general framework of service. They will be adjudicated on the basis of three (3) criteria: duration, length, and breadth of community service and/or

outreach activities with communities outside of the University of Alberta; leadership in community involvement; and significance/impact of community work and/or leadership in non-academic community engagement. Each criterion will be ranked on a scale of 1-5 (5 being high) and then added to determine the total rank for the nominee.

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

## O.POL.2.9 Graduate Student Teaching Assistant Awards

- O.POL.2.9.a The purpose of these awards is to recognize Graduate Teaching Assistants (GTAs) who are especially skillful and dedicated teachers at the University of Alberta. Only GTA appointments held for University of Alberta courses during a graduate student's current academic program (as a graduate student of the University of Alberta) will be considered.
- O.POL.2.9.b The Graduate Student Teaching Assistant Awards will be adjudicated on the basis of three (3) criteria: teaching evaluations; effort to build a constructive rapport with students; and evidence of dedication to teaching and students. Each criterion will be ranked on a scale of 1-5 (5 being high) and then added to determine the total rank for the nominee.
- O.POL.2.9.c Seven (7) awards valued at \$500 each may be conferred annually. These awards are funded by the GSSF.

## O.POL.2.10 Graduate Student Research Assistant Awards

- O.POL.2.10.a The purpose of these awards is to recognize graduate students who have demonstrated innovation, versatility, and value as Graduate Research Assistants (GRAs) at the University of Alberta. Only GRA appointments held during a graduate student's current academic program (as a graduate student of the University of Alberta) will be considered.
- O.POL.2.10.b The Graduate Student Research Assistant Awards will be adjudicated on the basis of three (3) criteria: excellence of contribution to the conducted research; leadership in innovation and versatility within research; and overall contribution to the University research community. Each criterion will be ranked on a scale of 1-5 (5 being high) and then added to determine the total rank for the nominee.
- O.POL.2.10.c Seven (7) awards valued at \$500 each may be conferred annually. These awards are funded by the GSSF.

## O.POL.2.11 Graduate Student Rising Star Awards

- O.POL.2.11.a The purpose of these awards is to recognize graduate students who show exceptional promise at the outset of their program. These graduate students will have the ability to serve as role models to fellow graduate students through their vision, determination, and academic contributions. Nominees must be graduate students in the first year or year and a half of their graduate program at the University of Alberta.
- O.POL.2.11.b The Graduate Student Rising Star Awards will be adjudicated on the basis of four (4) criteria: excellence in teaching and scholarly or creative activities; leadership in teaching and research; overall contribution to the University community; and quality as a graduate student role model. Each criterion will be ranked on a scale of 1-5 (5 being high) and then added to determine the total rank for the nominee.
- O.POL.2.11.c Three (3) awards valued at \$500 each may be conferred annually. These awards are funded by the GSSF.

## O.POL.2.12 International Graduate Student Award

- O.POL.2.12.a The purpose of this award is to recognize graduate students who have come from another country to the University of Alberta, and who exemplify excellence in contribution to the University of Alberta and the community in teaching, research, and service. Nominees must be current international graduate students at the University of Alberta.
- O.POL.2.12.b The International Graduate Student Award will be adjudicated on the basis of three (3) criteria: excellence in teaching; contribution to research; and leadership in

University and community involvement. Each criterion will be ranked on a scale of 1-5 (5 being high) and then added to determine the total rank for the nominee.

- O.POL.2.12.c One (1) award valued at \$500 may be conferred annually. This award is funded by the GSSF.

O.POL.2.13 Academically-Related Graduate Student Group Award

- O.POL.2.13.a The purpose of this award is to recognize the important role of Academically-Related Graduate Student Groups in graduate student life. Any registered Academically-Related Graduate Student Group is eligible for this award. Only the activities of the registered Academically-Related Graduate Student Group for the last twelve (12) months at the University of Alberta will be considered.
- O.POL.2.13.b The Academically-Related Graduate Student Group Award will be adjudicated on the basis of two (2) criteria: advocacy on behalf of graduate student members and promotion of graduate student engagement through academic activities. Each criterion will be ranked on a scale of 1-5 (5 being high) and then added to determine the total rank for the nominee.
- O.POL.2.13.c One (1) award valued at \$500 may be conferred annually. This award is funded by the GSSF.



**GSA Policy: GSA Standing Committees, GSA Awards Selection Committee**<sup>71</sup>**O.POL.3 Composition**

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

**O.POL.4 Eligibility**

- O.POL.4.1 No member of the GSA ASC is eligible to apply for GSA Recognition Awards.
- O.POL.4.2 No current Directly-Elected Officer (DEO) is eligible to apply for GSA Recognition Awards.
- O.POL.4.3 Members of the GSA ASC may apply for the Government of Alberta Graduate Citizenship Award but may not be involved in the adjudication of that award.
- O.POL.4.4 Current DEOs are eligible to apply for the Government of Alberta Graduate Citizenship Award but may not take part in the decision-making process including changes to the adjudication process.
- O.POL.4.5 In accordance with Section H: Performance, Conduct, Responsibilities, and Attendance, and the GSA Appeals and Complaints Board, GSA Policy, Performance and Conduct, Conflict of Interest, and Conflict of Commitment, committee members who are in a conflict of interest must disclose that interest at the time of adjudication on the score sheet, and refrain from scoring that particular application. This includes applications from family, close friends, partners, and fellow graduate students from the same department.

**O.POL.5 Mandate**

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

**O.POL.6 Meetings**

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

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<sup>71</sup> Amended by GSA Council on 21 October 2013. Editorial revisions made by the GSA Governance Committee on 3 April 2017.

**Section P: GSA Grants, Awards, and Bursaries****GSA Policy: GSA Grant Application Policy and Information<sup>72</sup>**

<b>Purpose:</b> To outline the granting processes of the GSA.	
<b>Scope:</b> This policy governs procedures related to applications for GSA Grants and Awards and Emergency Bursaries.	
<b>Related GSA Bylaw and Policy</b>	None
<b>Related Forms</b>	Application forms available at <a href="http://www.gsa.ualberta.ca">www.gsa.ualberta.ca</a> ; application forms are based directly on the below GSA Policy

**P.POL.1 GSA Academic Travel Awards<sup>73</sup>****P.POL.1.1 Sponsor/Purpose**

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

**P.POL.1.2 Eligibility Criteria**

- P.POL.1.2.a Must be a member of the GSA at the University of Alberta and registered in a graduate degree program.
- P.POL.1.2.b The award must be used to offset the cost of participation in academic activities such as conferences and research trips that are directly related to their current academic programs with confirmation by either the Supervisor or designate (for thesis-based students) or the Advisor or Department Chair or designate (for course-based students) supporting the academic event.
- P.POL.1.2.c The award can be used to offset the cost of participation in both local opportunities and those necessitating long distance travel.

**P.POL.1.3 Application Information**

- P.POL.1.3.a GSA ATAs are offered on a first-come, first-serve basis. See below.
- P.POL.1.3.b The GSA will offer awards until allocated funding is expended in the specified period (ie April 1 – June 30; July 1 – September 30; October 1 – December 31; January 1 – March 31).
- P.POL.1.3.c If all available funds have been expended in the specified period, no additional applications will be accepted during that period.
- P.POL.1.3.d GSA ATA applications can only be submitted no more than six (6) weeks before the academic event (as determined from the date the application is received). Applications received after the academic event has occurred will not be eligible.

<sup>72</sup> Approved by GSA Council on 16 May 2011. Amended by GSA Council on 10 December 2012. Editorial revisions made by the GSA Governance Committee on 9 January 2014 and 22 August 2016. Amended by GSA Council on 24 February 2014 (with an effective date of 1 April 2014). Editorial revisions made by the GSA Governance Committee on 21 January 2014 and 26 June 2014 (Chair and Vice-Chair under delegated authority from the GSA Governance Committee).

<sup>73</sup> Amended by GSA Council on 18 January 2016. Editorial revisions made by the GSA Governance Committee on 4 November 2014 (Chair and Vice-Chair under delegated authority from the GSA Governance Committee).

- P.POL.1.3.e Graduate students are responsible for the completeness and accuracy of their application packages.
- P.POL.1.4 Applying for a GSA ATA
  - P.POL.1.4.a Applications must be completed online through the GSA website.
- P.POL.1.5 Allocation Policy
  - P.POL.1.5.a There is no limit to the number of GSA ATA applications a graduate student can submit during his/her degree program. There is a maximum of one (1) GSA ATA grant for each specified professional development event.
  - P.POL.1.5.b A Master's student will be awarded up to a maximum of \$500 during their degree program.
  - P.POL.1.5.c A Doctoral student will be awarded up to a maximum of \$1,000 during their degree program, up to a maximum of \$500 in a fiscal year (April 1 – March 31).
  - P.POL.1.5.d Graduate students will be awarded their shortfall up to a maximum of \$500.
  - P.POL.1.5.e GSA ATAs will be awarded only for allowable expenses, using the University's regulations on allowable expenses as a guideline (University of Alberta Policies and Procedures Online (UAPPOL), Travel Expense Procedure and Travel Expense Procedure Appendix A, Schedule of Allowable Travel Expenses), except for hosting expenses, which are not eligible. In cases of dispute, the Vice-President Student Services (VPSS) (or designate) will decide on allowable expenses.
- P.POL.1.6 Appeals Policy
  - P.POL.1.6.a Any appeals of denied applications must be received by the GSA within ten (10) working days.
  - P.POL.1.6.b Appeals must state the grounds for the appeal in writing.
  - P.POL.1.6.c Appeals will be reviewed at arms' length by the VPSS (or designate) and two (2) GSA Councillors (including Speaker and Chief Returning Officer (CRO)) selected by the President (or other Directly-Elected Officer (DEO) if there is a conflict of interest). All decisions are final and binding. Appeal decisions will normally be made within twenty (20) working days.
- P.POL.1.7 Budget Allocation Policy
  - P.POL.1.7.a Funds will normally be distributed as follows:
    - P.POL.1.7.a.i 5% of the total annual GSA ATA budget will be held back as contingency funding and
    - P.POL.1.7.a.ii Of the total annual GSA ATA budget, 1/4 will be allocated in the April 1 – June 30 period; 1/4 in the July 1 – September 30 period; 1/4 in the October 1 – December 31 period; and 1/4 in the January 1 – March 31 period.
    - P.POL.1.7.a.iii If the funds have not been completely expended near the end of the fiscal year, a decision will be made by the GSA Board (GSAB) on the best way to expend the funds.
- P.POL.1.8 Office Procedures
  - P.POL.1.8.a Applications will be reviewed by the GSA office for eligibility and completeness (see Sections P.POL.1.2-1.5, above) using the following checklist:
    - P.POL.1.8.a.i The application information is complete and required documentation has been submitted or confirmed,
    - P.POL.1.8.a.ii The applicant has confirmed they are a current member of the GSA and in a graduate degree program,
    - P.POL.1.8.a.iii There are sufficient funds available in the GSA ATA budget in the specified period that the application is received, and

- P.POL.1.8.a.iv The criteria in the Allocation Policy (Section P.POL.1.5, above) have been met.
- P.POL.1.8.b Applicants who are ineligible or whose application is incomplete will be contacted by email to provide an opportunity to attempt to resolve the issue.
- P.POL.1.8.c All applications will be reviewed by the VPSS (or designate).
- P.POL.1.8.d Applicants will be notified by the GSA by email once processing has been completed and a decision has been made.
- P.POL.1.9 Interpretation of GSA ATA Policy
  - P.POL.1.9.a The GSAB will be consulted about any concerns and questions raised by the GSA office about interpretation of this Policy. The GSAB’s decision is final and binding.
- P.POL.1.10 Changes to GSA ATA Policy
  - P.POL.1.10.a GSA ATA Policy is subject to GSA Council approval and cannot be changed without GSA Council’s approval — excluding editorial revisions/clarifications.

**P.POL.2 GSA Child Care Grants<sup>74</sup>**

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

<b>Household Size</b> (Adults + Children)	Low Income Measure [Cut-Off] (2013) <sup>75</sup>
2	\$34,000
3	\$41,000
4	\$48,000
5	\$53,000
6	\$58,000

- P.POL.2.3 Application Information
  - P.POL.2.3.a GSA CCGs are offered on a first-come, first-serve basis. See below.

<sup>74</sup> Passed by GSA Council on 10 December 2012. Amended by the GSA Governance Committee on 27 February 2015 and by GSA Council on 22 February 2016.

<sup>75</sup> Data from Statistics Canada, 2013 (figures rounded to the nearest \$1,000).

- P.POL.2.3.b The GSA will offer grants until allocated funding is expended in the specified period (ie April 1 – June 30; July 1 – September 30; October 1 – December 31; January 1 – March 31).
- P.POL.2.3.c If all available funds have been expended in the specified period, no additional applications will be accepted during that period.
- P.POL.2.3.d Graduate students are responsible for the completeness and accuracy of their application.
- P.POL.2.4 Applying for a GSA CCG
  - P.POL.2.4.a Applications must be completed online through the GSA website.
- P.POL.2.5 Allocation Policy
  - P.POL.2.5.a There is no limit to the number of GSA CCG applications a graduate student can submit during their degree program.
  - P.POL.2.5.b Eligible applicants may apply for one (1) GSA CCG per child in each GSA fiscal year (April 1 to March 31) and the CCG will be a maximum of \$1,000 per child per student in each fiscal year.
- P.POL.2.6 Appeals Policy
  - P.POL.2.6.a Any appeals of denied applications must be received by the GSA within ten (10) working days.
  - P.POL.2.6.b Appeals must state the grounds for the appeal in writing.
  - P.POL.2.6.c Appeals will be reviewed at arms' length by the VPSS (or designate) and two (2) GSA Councillors (including Speaker and CRO) selected by the President (or other DEO if there is a conflict of interest). All decisions are final and binding. Appeal decisions will normally be made within twenty (20) working days.
- P.POL.2.7 Budget Allocation Policy
  - P.POL.2.7.a Funds will normally be distributed as follows:
    - P.POL.2.7.a.i 5% of the total annual GSA CCG budget will be held back as contingency funding and
    - P.POL.2.7.a.ii Of the total annual GSA CCG budget, 1/4 will be allocated in the April 1 – June 30 period; 1/4 in the July 1 – September 30 period; 1/4 in the October 1 – December 31 period; and 1/4 in the January 1 – March 31 period.
    - P.POL.2.7.a.iii If the funds have not been completely expended near the end of the fiscal year, a decision will be made by the GSAB on the best way to expend the funds.
- P.POL.2.8 Office Procedures
  - P.POL.2.8.a Applications will be reviewed by the GSA office for eligibility and completeness (see Sections P.POL.2.2-2.5, above) using the following checklist:
    - P.POL.2.8.a.i The application form is complete and required documentation has been submitted or confirmed,
    - P.POL.2.8.a.ii The applicant has confirmed they are a current member of the GSA and in a graduate degree program,
    - P.POL.2.8.a.iii There are sufficient funds available in the GSA CCG budget in the specified period that the application is received, and
    - P.POL.2.8.a.iv The criteria in the Allocation Policy (Section P.POL.2.5, above) have been met.
  - P.POL.2.8.b Applicants who are ineligible or whose application is incomplete will be contacted by email to provide an opportunity to attempt to resolve the issue.

- P.POL.2.8.c All applications will be reviewed by the VPSS (or designate).
- P.POL.2.8.d Applicants will be notified by the GSA by email once processing has been completed and a decision has been made.
- P.POL.2.9 Interpretation of GSA CCG Policy
  - P.POL.2.9.a The GSAB will be consulted about any concerns and questions raised by the GSA office about interpretation of this policy. The GSAB's decision is final and binding.
- P.POL.2.10 Changes to GSA CCG Policy
  - P.POL.2.10.a GSA CCG Policy is subject to GSA Council approval and cannot be changed without GSA Council's approval — excluding editorial revisions/clarifications.

### **P.POL.3 GSA Academically-Related Graduate Student Group Awards<sup>76</sup>**

- P.POL.3.1 Sponsor/Purpose
  - P.POL.3.1.a The GSA Academically-Related Graduate Student Group Award (ASGA) is provided by the GSA to support the academic activities of graduate student groups by offering modest start-up funds for the formation of new Academically-Related Graduate Student Groups and providing funding to offset the costs of seminars, guest lecturers, colloquia or other academic events.
- P.POL.3.2 Eligibility Criteria
  - P.POL.3.2.a Must be registered as a GSA group through Student Group Services (SGS).
  - P.POL.3.2.b Requires confirmation of the Department Chair (or designate) or the University Administrator of the non-departmental unit the group is affiliated with attesting that the event for which the funding is requested is academic in nature and that they support the event.
  - P.POL.3.2.c Requires confirmation of the Department Chair (or designate) or the University Administrator of the non-departmental unit the group is affiliated with attesting that the new Academically-Related Graduate Student Groups for which start-up funding is requested is academic in nature.
- P.POL.3.3 Application Information
  - P.POL.3.3.a GSA ASGAs are offered on a first-come, first-serve basis. See below.
  - P.POL.3.3.b The GSA will offer awards (both start-up funds and event funding) until allocated funding is expended in the specified period (ie April 1 – June 30; July 1 – September 30; October 1 – December 31; January 1 – March 31).
  - P.POL.3.3.c If all available funds have been expended in the specified period, no additional applications will be accepted during that period.
  - P.POL.3.3.d ASGA applications for event funding can be submitted at any point in the funding period (specified below) in which their event will take place, provided they are submitted before the event (as determined from the date the application is received). Applications received after the event has occurred will not be eligible.
  - P.POL.3.3.e An Academically-Related Graduate Student Group may apply for start-up funds at any point during any of the periods specified above, provided funds remain as per Section P.POL.3.3.c, above.
  - P.POL.3.3.f The Academically-Related Graduate Student Group is responsible for the completeness of their application.
- P.POL.3.4 Applying for a GSA ASGA
  - P.POL.3.4.a Applications must be completed online through the GSA website.

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<sup>76</sup> Amended by GSA Council on 20 March 2017.

P.POL.3.5 Allocation Policy

- P.POL.3.5.a Academically-Related Graduate Student Groups are only eligible to receive start-up funds once; funds will be allocated to a maximum of \$250.
- P.POL.3.5.b There is no limit to the number of GSA ASGA applications for events that can be submitted within the fiscal year but a maximum of one (1) application may be submitted per event.
- P.POL.3.5.c Funding for an event will be allocated at 100% of shortfall up to a maximum of \$1,500 per fiscal year (April 1 – March 31) and a maximum of one (1) GSA ASGA for events may be allocated to an Academically-Related Graduate Student Group in a fiscal year.
- P.POL.3.5.d In the event that multiple GSA ASGA applications are received and insufficient funds remain for the specified period, the award will be given to a graduate student group that has not recently received a GSA ASGA.
- P.POL.3.5.e GSA ASGA event applications will be awarded only for allowable expenses, using the University's regulations on allowable expenses as a guideline (UAPPOL, Hospitality, Working Sessions/Meetings and University Employee Functions Procedure). In cases of dispute, the VPSS (or designate) will decide on allowable expenses.

P.POL.3.6 Appeals Policy

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

P.POL.3.7 Budget Allocation Policy

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

P.POL.3.8 Office Procedures

- P.POL.3.8.a Applications will be reviewed by the GSA office for eligibility and completeness (see Sections P.POL.3.2-3.5, above) using the following checklist:
  - P.POL.3.8.a.i The application information is complete and required documentation has been submitted or confirmed,
  - P.POL.3.8.a.ii The Academically-Related Graduate Student Group making the application is registered through SGS,
  - P.POL.3.8.a.iii If the application is associated with an event, the Academically-Related Graduate Student Group has confirmed in the application that the planned event is an academic activity,

- P.POL.3.8.a.iv The application has been verified and the Department Chair (or designate) in support of the event has confirmed that the event or group (if the application relates to start-up funds) is academic in nature,
- P.POL.3.8.a.v There are sufficient funds available in the ASGA budget in the specified period that the application is received, and
- P.POL.3.8.a.vi The criteria in the Allocation Policy (Section P.POL.3.5, above) have been met.
- P.POL.3.8.b Applicants who are ineligible or whose application is incomplete will be contacted by email to provide an opportunity to attempt to resolve the issue.
- P.POL.3.8.c All applications will be reviewed by the VPSS (or designate).
- P.POL.3.8.d Applicants and Department Chairs will be notified by the GSA by email once processing has been completed and a decision has been made.
- P.POL.3.9 Interpretation of GSA ASGA Policy
  - P.POL.3.9.a The GSAB will be consulted about any concerns and questions raised by the GSA office about interpretation of this policy. The GSAB's decision is final and binding.
- P.POL.3.10 Changes to GSA ASGA Policy
  - P.POL.3.10.a GSA ASGA policy is subject to GSA Council approval and cannot be changed without GSA Council's approval — excluding editorial revisions/clarifications.

#### **P.POL.4 GSA Emergency Bursaries**

- P.POL.4.1 Sponsor/Purpose
  - P.POL.4.1.a The GSSF is a benefit to all graduate students, provided by the GSA through negotiations of the CA covering graduate student assistantships. The GSA Emergency Bursary (GSA EB), provided through the GSSF, is a non-repayable bursary for graduate students at the University of Alberta who need assistance due to an unanticipated emergency.
- P.POL.4.2 Eligibility Criteria
  - P.POL.4.2.a Must be a member of the GSA at the University of Alberta and registered in a graduate degree program.
  - P.POL.4.2.b An applicant cannot have received a GSA EB in the past fiscal year (April 1 – March 31).
  - P.POL.4.2.c Graduate students must have exhausted all other available funding options before applying for a GSA EB.
- P.POL.4.3 Application Information
  - P.POL.4.3.a GSA EBs are offered on an as-needed basis, provided funds are available.
  - P.POL.4.3.b If all available funds have been expended in the specified period, no additional applications will be accepted during that period.
  - P.POL.4.3.c Graduate students are responsible for the completeness and accuracy of their application packages.
- P.POL.4.4 Applying for a GSA EB
  - P.POL.4.4.a An applicant must apply through Student Connect and schedule a meeting with an Emergency Aid Advisor. The applicant must bring the following to the meeting:
    - P.POL.4.4.a.i Completed GSA EB application form and
    - P.POL.4.4.a.ii All relevant supporting documents.
  - P.POL.4.4.b Applications are available through the GSA website.
- P.POL.4.5 Allocation Policy



- P.POL.4.5.a There is no limit to the number of GSA EB applications a graduate student can submit during their degree program. There is a maximum of one (1) GSA EB per fiscal year (April 1 – March 31).
  - P.POL.4.5.b The maximum amount that will be awarded to a graduate student for a GSA EB is \$2,000.
  - P.POL.4.5.c GSA EBs are reviewed and recommended to the GSA by the Student Financial Support (SFS), Office of the Registrar.
  - P.POL.4.5.d Dental costs will not be funded if the student has opted out of the GSA Health and Dental Plan.
  - P.POL.4.5.e Under exceptional circumstances and upon the recommendation of SFS, the President (or delegate) may agree to waive the maximum allocation policies or other eligibility criteria.
- P.POL.4.6 Appeals Policy
- P.POL.4.6.a Any appeals of denied applications must be received by the GSA within ten (10) working days.
  - P.POL.4.6.b Appeals must state the grounds for the appeal in writing.
  - P.POL.4.6.c Appeals will be reviewed at arms' length by the VPSS (or designate) and two (2) GSA Councillors (including Speaker and CRO) selected by the President (or other DEO if there is a conflict of interest). All decisions are final and binding. Appeal decisions will normally be made within twenty (20) working days.
- P.POL.4.7 Budget Allocation Policy
- P.POL.4.7.a Funds will normally be distributed as follows:
    - P.POL.4.7.a.i 5% of the total annual GSA EB budget will be held back as contingency funding and
    - P.POL.4.7.a.ii If the funds have not been completely expended near the end of the fiscal year, a decision will be made by the GSAB on the best way to expend the funds.
- P.POL.4.8 Office Procedures
- P.POL.4.8.a Applications will be reviewed by the GSA office for eligibility and completeness (see Sections P.POL.4.2-4.5, above) using the following checklist:
    - P.POL.4.8.a.i The application information is complete and required documentation has been submitted or confirmed and
    - P.POL.4.8.a.ii The criteria in the Allocation Policy (Section P.POL.4.5, above) have been met.
  - P.POL.4.8.b All applications and recommendations from SFS will be reviewed by the VPSS (or designate).
  - P.POL.4.8.c SFS will contact GSA EB recipients via email when a cheque is available for pick up at the GSA office.
- P.POL.4.9 Interpretation of GSA EB Policy
- P.POL.4.9.a The GSAB will be consulted about any concerns and questions raised by the GSA office about interpretation of this policy. The GSAB's decision is final and binding.
- P.POL.4.10 Changes to GSA EB Policy
- P.POL.4.10.a GSA EB policy is subject to GSA Council approval and cannot be changed without GSA Council's approval — excluding editorial revisions/clarifications.

**GSA Bylaw Revision Dates**

16 July 2001

13 June 2005

11 July 2005

11 January 2010

19 July 2010

16 August 2010

15 November 2010

13 December 2010

17 January 2011

14 February 2011

14 March 2011

28 March 2011

27 June 2011

25 July 2011

26 March 2012

16 April 2012

14 May 2012

11 June 2012

21 May 2013 (Editorial Changes – GSA Governance Committee)

9 August 2013 (Editorial Changes – GSA Governance Committee)

21 October 2013

18 November 2013

20 January 2014

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

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

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

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

17 November 2014

5 May 2015 (Editorial Changes – GSA Governance Committee)

28 May 2015 (Editorial Changes – GSA Governance Committee)

25 June 2015

12 July 2015 (Editorial Changes – GSA Governance Committee)

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

21 September 2015

18 July 2016

24 October 2016

31 October 2016 (Editorial Changes – GSA Governance Committee)

23 January 2017

15 May 2017

**GSA Policy Revision Dates**

15 January 2007  
19 November 2007  
8 September 2008  
17 October 2008  
17 November 2008  
9 February 2009  
20 April 2009  
11 May 2009  
17 August 2009  
14 December 2009  
17 May 2010  
13 December 2010  
17 January 2011  
14 March 2011  
16 May 2011  
25 July 2011  
22 August 2011  
21 December 2011  
26 March 2012  
10 December 2012  
11 February 2013  
19 March 2013 (Editorial Changes – GSA Governance Committee)  
8 April 2013  
21 May 2013 (Editorial Changes – GSA Governance Committee)  
9 August 2013 (Editorial Changes – GSA Governance Committee)  
21 October 2013  
9 January 2013 (Editorial Changes – GSA Governance Committee)  
20 January 2014  
21 January 2014 (Editorial Changes – GSA Governance Committee)  
21 January 2014 (Editorial Changes – GSA Governance Committee, Chair and Vice-Chair under delegated authority from the GSA Governance Committee)  
23 January 2014 (Editorial Changes – GSA Governance Committee, Chair and Vice-Chair under delegated authority from the GSA Governance Committee)  
29 January 2014 (Editorial Changes – GSA Governance Committee)  
4 February 2014 (Editorial Changes – GSA Governance Committee, Chair and Vice-Chair under delegated authority from the GSA Governance Committee)  
24 February 2014  
14 April 2014  
26 June 2014 (Editorial Changes – GSA Governance Committee, Chair and Vice-Chair under delegated authority from the GSA Governance Committee)

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

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

17 November 2014

8 December 2014

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

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

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25 May 2015

28 May 2015 (Editorial Changes – GSA Governance Committee)

20 July 2015

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

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23 November 2015

18 January 2016

22 February 2016

18 July 2016

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31 October 2016 (Editorial Changes – GSA Governance Committee)

21 November 2016

23 January 2017

23 February 2017 (Editorial Changes – GSA Governance Committee)

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15 May 2017

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18 September 2017