



Policy

The Graduate Students' Association of the University of Alberta

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	<u>2016-07-18</u>	(YYYY-MM-DD)

Establishment

The Policy Manual of the Graduate Students' Association (GSA) of the University of Alberta is established by GSA Bylaws, Part I, Sections 1.1.1 and 1.2. As per GSA Bylaws, Part I, Section 1.2.1, the Policy Manual contains all policies and procedures passed by Council except as contained in any other governing document.

Amendments to the GSA Policy Manual

As per GSA Bylaws, Part I, Section 1.2.2, the GSA Policy Manual is under the jurisdiction of Council and may be amended by a simple majority vote of Council at any meeting of Council. As per GSA Bylaws, Part V, Section 1.2, GSA Standing Committees advise Council and the GSA Board on policy relevant to their mandates.

Maintenance of the GSA Policy Manual

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

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

When the GSA Policy Manual is changed, as directed by Council, a printed official copy and a copy of the Word and PDF files are to be stored within the GSA 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.

GSA Policy Manual
Amended February 22, 2016¹

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¹ Editorial revisions to all policies made by the Governance Committee on March 19, 2013, May 21, 2013, August 9, 2013, and January 21, 2014.

GSA Recognition Awards and Adjudication Criteria²

Purpose: To describe GSA Awards and their adjudication criteria and procedures.

Scope: This policy sets out the adjudication criteria for all recognition awards offered by the GSA.

Related Policies & Bylaws	GSA Policy, Standing Committees, Section 6, GSA Awards Selection Committee GSA Board Policy, Section 7, Graduate Citizenship Award and GSA Awards Application and Adjudication Processes
Related Forms	Nomination forms available at www.gsa.ualberta.ca . Nomination forms are based directly on the below GSA Policy.

1. General: Eligibility Requirements

- a. **Number of GSA 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.
- b. **Number of times an individual can be nominated or self-nominated for the same award each year:** No more than one (1) each year. The first nomination received shall be the one adjudicated.
- c. **Eligibility of GSA Directly-Elected Officers and members of the GSA Awards Selection Committee:** Refer to GSA Policy, Standing Committees, Section 6.
- d. **Number of GSA Awards graduate students can receive each year:** No more than one (1).
- e. **Number of times an academically-related graduate student group or graduate student can receive the same GSA Award:** No more than two (2) times.

2. GSA Recognition Awards

1. Academic Staff Award

- 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.
- 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

² Amended by GSA Council on October 21, 2013, November 17, 2014, and November 23, 2015. Editorial revisions made by the Governance Committee on August 9, 2013, January 16, 2015, and August 22, 2016.

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.

- c. One (1) or more Certificate(s) of Distinction may be conferred annually.

2. Life-Long Membership Award

- 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.
- 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.
- c. One (1) or more Certificate(s) of Distinction may be conferred annually.

3. Non-Academic Staff Award

- 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.
- 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.
- c. One (1) or more Certificate(s) of Distinction may be conferred annually.

4. Graduate Student Supervisor Awards

- 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.
- 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.

- 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).

5. Graduate Student Service Awards

- 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.
- 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.
- c. Four (4) Graduate Student Service Awards valued at \$1000 each may be conferred annually. These awards are funded by the Graduate Student Support Fund (GSSF).

6. Graduate Student Principal Instructor Teaching Awards

- 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.
- b. The GSA 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.
- c. Three (3) GSA Graduate Student Principal Instructor Teaching Awards valued at \$1000 each may be conferred annually. These awards are funded by the GSSF.

7. Martha Piper Awards

- 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.

- 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.
 - c. Three (3) awards valued at \$500 each may be conferred annually. These awards are funded by the GSSF.
8. TD Insurance Meloche Monnex (TDIMM) Award for Outstanding GSA Student Service
- 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.
 - 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.
 - c. One (1) award valued at \$500 may be conferred annually. Funding for this award has been donated for a fixed term.
9. Graduate Student Teaching Assistant Awards
- 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.
 - 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.
 - c. Seven (7) awards valued at \$500 each may be conferred annually. These awards are funded by the GSSF.
10. Graduate Student Research Assistant Awards
- 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.

- 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.
- c. Seven (7) awards valued at \$500 each may be conferred annually. These awards are funded by the GSSF.

11. Graduate Student Rising Star Awards

- 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.
- 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.
- c. Three (3) awards valued at \$500 each may be conferred annually. These awards are funded by the GSSF.

12. International Graduate Student Award

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

13. Academically-Related Graduate Student Group Award

- a. The purpose of this award is to recognize the important role of 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.

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

Budget Principles, Practices, and Procedures³

Purpose: To outline policies related to the GSA budget.

Scope: This policy outlines principles, practices and procedures governing the GSA budget.

Related Policies & Bylaws	GSA Bylaws, Part IX, Finances GSA Board Policy, Section 12, External Grants GSA Board Policy, Section 13, Travel Expenses Related to External Relations
Related Forms	

1. Principles

1. In planning and managing its budget, the GSA shall be guided by the following principles:
 - a. Be open and transparent, encouraging comprehensive input and consultation from both the GSA Board and the GSA Budget and Finance Committee (GSA BFC).
 - 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.
 - c. Ensure the long-term viability and robust health of a fees-driven organization which delivers a range of services.
 - d. Establish a Financial Stabilization Fund equal to (approximately) a minimum three (3) months operating expenditure and up to six (6) months operating expenditure.
 - e. Facilitate long-term planning by developing a three (3)-year rolling budget and business plan for revenue and expenditure.
 - f. Enable provision of the key financials, budget projections, information notes, and any other documentation required by GSA Council, the GSA Board, GSA BFC, or the GSA's Auditor.
 - g. Require reporting of re-allocation of resources.
 - h. Support resource accountability.
 - i. Delegate budget decisions to the level at which operational decisions are made.
 - j. Propose to GSA Council a budget that represents all aspects of the GSA's operations.

³ Passed by GSA Council on August 22, 2011 (R20110822.1). Amended by GSA Council on February 11, 2013 and July 18, 2016 and editorial revisions made by the GSA Governance Committee on February 4, 2014 (Chair and Vice-Chair under delegated authority from the GSA Governance Committee), October 23, 2014 (Chair and Vice-Chair under delegated authority from the GSA Governance Committee), and January 16, 2015.

2. Practices

Note from GSA Management: “Membership fees shall be indexed annually to inflation as measured by the Alberta Consumer Price Index” (GSA Bylaw, Part II, Members, Section 2.2) and “Notwithstanding 2.2, adjustments to the membership fees to be paid by members of the GSA may be made as part of the annual budgeting process, subject to explicit approval by Council” (GSA Bylaw, Part II, Members, Section 2.3).

Note from GSA Management:⁴ In practice, the GSA Unrestricted and Restricted Operating Budget are normally indexed annually to inflation as measured by the Alberta Consumer Price Index.

Note from GSA Management:⁵ “Directly-Elected Officers shall be paid a stipend as detailed in GSA Policy” (GSA Bylaw, Part IV, Officers, Section 2.3.1) and “Any changes in the stipend above the Consumer Price Index are subject to explicit approval by Council” (GSA Bylaw, Part IV, Officers, Section 2.3.2).

Note from GSA Management:⁶ “To ensure prudent financial management the GSA Board and GSA Budget and Finance Committee (GSA BFC) shall regularly review the HDPRF in conjunction with review of the GSA’s Budget and Expenditure (Quarterly) Reports” (GSA Policy, GSA Health and Dental Plan and GSA Health and Dental Plan Reserve Fund, Section 8.1.a).

1. The Unrestricted and Restricted Operating Budget shall be organized into broad budget divisions which are presented to the GSA BFC, the GSA Board, and GSA Council in both the quarterly reports and the annual three (3)-year rolling budget and business plan.
2. Budget Divisions and Budget Lines within Divisions
 - a. Except for the Financial Stabilization Fund, each division shall 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 shall have over a dozen individual budget lines, from staff salaries to vacation payout to parental leave funds.
 - b. Budget lines which embrace contractual funds cannot be changed unilaterally.
3. Reallocation and Variance within a Division after the Budget is Approved

⁴ Note from GSA Management (not part of GSA Policy) added on January 21, 2015 (with approval from the Chair and Vice-Chair of the GSA Governance Committee) for information and clarification.

⁵ Note from GSA Management (not part of GSA Policy) added on January 21, 2015 (with approval from the Chair and Vice-Chair of the GSA Governance Committee) for information and clarification.

⁶ Note from GSA Management (not part of GSA Policy) added on October 23, 2014 (with approval from the Chair and Vice-Chair of the GSA Governance Committee) for information and clarification.

- 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 GSA Board, 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.
 - b. During the budget year, within the Advocacy and Governance divisions, all requests for reallocation must be recommended by the GSA BFC to the GSA Board, which may approve the reallocation.
 - c. During the budget year, no reallocations may be made from the Financial Stabilization Fund without approval by GSA Council.
4. Quarterly Reporting
- a. The GSA Accountant and the GSA Financial Manager shall prepare a quarterly report which will first be submitted to the Executive Director (ED), then the GSA President and then to the GSA BFC, the GSA Board, 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 shall be compliant with Alberta's *Personal Information Privacy Act* and other applicable laws.
5. Audit
- a. Following the GSA fiscal year end, the GSA Accountant and the GSA Financial Manager, in consultation with the ED, shall 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 statements shall be submitted by the Auditor to the President and ED; then to the GSA BFC for information; then to the GSA Board 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 shall prepare draft financial statements and the year-end working papers.
6. Funding
- a. If a funding need is identified, the President shall consult with the GSA BFC and the GSA Board, and then submit a funding proposal to the appropriate University office, including the rationale for the required funding need and how it shall be used to benefit graduate students. If unsolicited University funding is offered, the President shall consult with the GSA BFC and the GSA Board and shall relay

any conditions attached to the funding. After consulting with the GSA BFC, a recommendation will be made to the GSA Board.

- b. Use of University funding shall align with the GSA Board Strategic Work Plan.
- c. If unsolicited external funding is offered, it is subject to the approval of the GSA Board.

3. Procedures

1. Signing Authority

- 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 (DEO), or any one (1) DEO and one Director.

The President, at least two (2) Vice-Presidents, and at least two (2) Directors shall each as individuals have authority as signing officers for the GSA.

- b. Wherever possible, it is preferable for one of the signatories to be the President.

2. Business Travel

- a. The GSA Board approves all estimated expenses related to travel for External Relations (eg Western Summit, GU15). Such travel shall be reported to GSA Council.
- 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 GSA Board, GSA Council, Orientation, Awards Night, or similar GSA service events (these are reported to the GSA BFC, GSA Board, and GSA Council in the quarterly reports on expenses and revenues).
- 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 GSA Board. Receipts for reimbursement must be submitted to the GSA Financial Manager with appropriate details. Summaries of actual expenses will be reviewed by the GSA Board prior to posting on the GSA website.

3. Allowable Travel Expenses

- a. University regulations shall be observed (available on the University of Alberta Policies and Procedures Online website under the “Supply of Goods and Services” Policy).

4. Cheque Requisitions

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

Elections⁷

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

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

Related Policies & Bylaws	GSA Bylaw, Part VII, Elections GSA Policy, GSA Appeals and Complaints Board
Related Forms	Nomination forms are based directly on the below GSA Policy

1. General

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” (GSA Bylaw, Part VII, Elections, Section 1.1).

2. Nomination Forms

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 Chief Returning Officer (CRO). The CRO and Deputy Returning Officer (DRO) shall have the discretion to determine the form and layout of the nomination forms.
2. On the Directly-Elected Officer (DEO) nomination forms, candidates shall 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 he/she is running.
3. Councillor-at-Large (CAL) candidates are not required to include signatures in their nomination forms.
4. Written nominations for DEO or CAL positions shall 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 shall be filed in the GSA office and one copy provided to the candidate. If a nomination form is incomplete or late, the CRO or DRO shall not accept the nomination form. Candidates cannot appeal this decision.
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

⁷ Passed by GSA Council on March 14, 2011 (R20110314.4) and amended on October 21, 2013, December 8, 2014, May 25, 2015, and July 20, 2015. Editorial revisions made by the GSA Governance Committee on January 15, 2015 (Chair and Vice-Chair under delegated authority from the GSA Governance Committee), February 24, 2015 (Chair and Vice-Chair under delegated authority from the GSA Governance Committee), May 28, 2015, July 24, 2015 (Chair and Vice-Chair under delegated authority from the GSA Governance Committee), and August 10, 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 2.4.

6. Once the CRO or DRO verifies nomination forms, the names of candidates who have submitted their nomination forms shall be provisionally listed on the GSA website.
7. The following shall be attached to the Nomination Form for the GSA General Election and any subsequent By-Elections:
 - a. Preamble
 - i. The GSA Council has approved Principles and Rules of Conduct governing the GSA General Election and any subsequent By-Elections. The GSA has Elections Bylaws and Policies posted in full on the GSA website. GSA Policy details the “Principles and Rules of Conduct for Elections” (as per GSA Policy, Elections, Section 6).
 - b. Definitions
 - i. “CRO” means CRO or DRO or any person Council designates or elects as Acting CRO or Acting DRO.
 - ii. “Working Day” means a day the GSA office is open.
 - c. Elections Bylaws and Policies and Acknowledgement by Candidates
 - i. The GSA Council has approved Bylaw and Policy related to the General Election and any subsequent By-Elections. **By signing the nomination form, all candidates acknowledge that they have read and agree to abide by Elections Bylaws and Policies, which are posted in full on the GSA website.**
 - 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 Bylaws and Policies, including the fact that the CRO 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 bias on the part of members of the GSA ACB in making such decisions on appeals shall be filed with nomination forms.**
 - iii. The current members of the GSA ACB will be updated each year on the nomination forms.
 - 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.
 - v. The deadline to file any concerns of bias on the part of members of the GSA ACB in shall be updated each year on the nomination forms.

3. Timeline

1. Except as specified below, the timeline for elections is at the discretion of the CRO.
2. “Elections consist of a nomination period, a campaign period, and a voting period” (GSA Bylaw, Part VII, Elections, Section 2.1).
3. Nominations for the General Election shall open on or about January 30.
4. The nomination period shall last at least fourteen (14) calendar days. The nomination period shall end on a working day.

5. Within twenty-four (24) hours after the close of the nomination and/or registration period, the CRO shall hold the All-Candidates' Meeting as described in Section 4 of this policy.
6. The campaign period shall last at least seven (7) calendar days and shall begin no earlier than the day following the All-Candidates' Meeting.
7. Voting:
 - a. Campaigning is permitted during the voting period.
 - b. The CRO shall ensure that the voting period starts on a working day and lasts at least forty-eight (48) hours.
8. Voting shall be completed no later than April 15, or the next working day.

4. All-Candidates' Meeting

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 Bylaws and Policies.
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. There is no appeal of this decision.
3. At the All-Candidates Meeting, the CRO will provide each Candidate with the Principles and Rules of Conduct for Elections and the GSA Appeals and Complaints Board Policy (as per GSA Policy, Elections, Section 6, Principles and Rules of Conduct for Elections and GSA Policy, Elections, Section 2, Nomination Forms).

5. Campaigning

1. "The campaign period shall last at least seven (7) calendar days and shall begin no earlier than the day following the All-Candidates' Meeting" (GSA Policy, Elections, Section 3.6).
2. Candidates are responsible for removing all campaign materials after voting has closed.
3. Candidates are authorized to spend up to \$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 shall 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. Campaign costs are not reimbursed.
4. Candidates shall report to the CRO all campaign-related expenses, and submit receipts, no later than the close of the campaign period.
5. Exceeding the spending limit or failure to report and submit campaign expenses and receipts constitute grounds for disqualification from the current election.
6. Campaigning is defined as any form of promotion of an individual or slate. This includes all verbal, electronic, and visual forms of communication. All campaign materials, including but not limited to posters, websites, e-mails to moderated graduate student

mailing lists, or other printed or electronic material (including but not limited to all forms of social media) shall be reviewed by the CRO prior to their distribution.

- a. The CRO will review campaign materials to ensure they do not conflict with Elections Bylaws and Policies and do not contain any factually incorrect information (eg regarding the election procedures or timeline). The CRO is not responsible for reviewing the editorial content of campaign materials (eg grammar, punctuation).
7. All forms of campaigning (verbal, electronic, and visual) shall not contain misinformation, slander, inappropriate, discriminatory content, or *ad hominem* attacks of individuals or slates.
8. Candidates shall not use unmoderated mailing lists for campaigning, including but not limited to departmental mailing lists.

6. Principles and Rules of Conduct for Elections

1. Preamble:

- a. Candidates will conduct themselves in a manner that upholds the fundamental principles of underlying GSA elections – “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” (GSA Bylaws, Part VII, Elections, General Principle).
- b. Candidates will abide by GSA Bylaws and Policies concerning elections.
- c. As per GSA Policy (Officer Portfolios, Chief Returning Officer), “the CRO, with advice from the GSA Elections and Referenda Committee (GSA ERC), oversees GSA Elections, By-Elections, and Referenda processes.” Furthermore, “the CRO is responsible for monitoring candidate activities and is authorized to discipline candidates for violations of GSA Elections and Referenda Bylaws and Policies as provided for in the GSA Elections and Referenda Bylaws and Policies” (Officer Portfolios, Chief Returning Officer).
- d. It is the responsibility of the candidates to familiarize themselves with the GSA Elections Bylaw and Policy.
- e. The following are a series of principles and rules concerning candidate conduct during General Elections and By-Elections. These examples are non-exhaustive and include but are not limited to the following principles and rules:

Do:

- i. Do ensure all campaign plans, materials, and/or advertisements conform with all University of Alberta policies and regulations and all municipal, provincial, and federal laws.
- ii. Do run a clean campaign and when running in a slate, encourage good behaviour for all slate members.
- iii. Do treat the CRO, DRO, elected officials, management, staff, and fellow candidates with respect.
- iv. Do respect the CRO and DRO’s time. The turnaround for approving campaign materials will be approximately one (1) working day.

- v. Do ensure any election volunteers or colleagues comply, at all times, with the Elections Bylaws and Policies and other applicable policies or laws.
- vi. Do use moderated graduate student mailing lists to distribute CRO approved campaign materials.
- vii. Do ensure any election platforms align with the GSA's multiple roles under the *Post-Secondary Learning Act (PSLA)*.
- viii. Do get permission from Professors or Instructors to campaign in any classrooms.
- ix. Do monitor your electronic campaign materials (eg Facebook pages) for *ad hominem* attacks from other graduate students or individuals against other candidate(s) or slate(s). If you encounter such attacks, report them immediately to the CRO.
- x. Do use resources for campaigning that are publicly accessible to all candidate(s) and slates(s). For example, do not use Departmental or Supervisor photocopiers to print campaign materials.
- xi. Do ask the CRO, before acting, if you have any questions about particular Elections Bylaws and Policies.

Don't:

- xii. Don't use the University or GSA logos on any physical or electronic campaign materials.
- xiii. As denoted in Section 5.7, "All forms of campaigning (verbal, electronic, and visual) shall not contain misinformation, slander, inappropriate, discriminatory content, or *ad hominem* attacks of individuals or slates."
- xiv. Don't use an unmoderated mailing list.
- xv. Don't tolerate, ask, or encourage campaign volunteers or fellow graduate students to violate any GSA Elections Bylaws and Policies (eg distributing materials to unmoderated mailing lists on your behalf), or other applicable policies or laws.
- xvi. Don't campaign in unsafe spaces that require proper safety equipment such as laboratories.
- xvii. Don't place campaign materials behind locked doors that only certain candidates have access to through a key or swipe card.
- xviii. Don't 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.
- xix. Don't violate any other GSA Bylaws or Policies or other applicable policies or laws.

7. CRO's Decision on Penalties, Remedial Action, and Referrals

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 shall consult with the GSA ERC regarding extensions.

2. When the CRO becomes aware of an issue or breach of Elections Bylaws and Policies, or other applicable policies or laws, or a third party complains to the CRO about an alleged issue or breach of Elections Bylaw and Policy, the CRO shall (in consultation, where reasonable, with the DRO, available member(s) of the GSA ERC, and the Executive Director (ED), concerning deadlines and other related matters (as noted in GSA Policy, Officer Portfolios, Chief Returning Officer and Deputy Returning Officer)):
 - a. Decide whether informal resolution should be attempted and, if so, contact the complainant and candidate(s) or slate(s).
 - 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.
 - c. Upon reaching a decision the CRO will inform the candidate(s) or slate(s) of his/her decision on penalty, remedial actions, or referrals, his/her reasons for the decision, and shall state whether the candidate(s) or slate(s) can still campaign.
 - d. The CRO may impose the following penalties, remedial actions, or make referrals:
 - i. Verbal or written reprimands.
 - ii. Reduction of spending limits.
 - iii. Disqualification from the current election.
 - iv. Any other penalty or remedial action.
 - v. Any referrals.
 - e. The ED shall be copied on the emails described above.
 - 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.
 - g. The CRO shall 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 GSA Policy, GSA Appeals and Complaints Board, Section 2.3, for a definition of "Deemed Delivered") for an emailed appeal to be received by the Chair of the GSA ACB, **as denoted in GSA Policy, GSA Appeals and Complaints Board, Section 11.2.b.**
3. If a disqualified candidate is a member of a slate, the slate shall alter their campaign materials so that the materials no longer reference the disqualified candidate.
4. Unless otherwise stated, in the Election Bylaw and Policy, decisions of the CRO are subject to appeal to the GSA ACB.

8. Voting

1. "All voting in the General Election and By-Elections shall be done electronically, except in the event of a failure of the electronic system in use" (GSA Bylaw, Part VII, Elections, Section 4.1).
2. The CRO shall communicate to graduate students the members of each slate and all individual candidates.
3. Candidates shall be displayed in random order on a per-ballot basis. The election software determines the random order of candidates on a ballot.
4. "None of the Candidates" will be displayed in random order on a per-ballot basis.

5. On ballots, voters shall 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.
6. Ballots shall be counted electronically according to the following procedures:
 - a. The number of votes for each candidate shall be counted.
 - b. The candidate(s) with the highest number(s) of votes shall 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” shall be considered successful.
 - 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.
7. Candidate(s) who receive(s) fewer votes than “None of the Candidates” in the General Election cannot run for the same position in any ensuing GSA Council By-Elections (Section 11).
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.

9. Results

1. Upon completion of the ballot count, the CRO shall 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 Elections Bylaw and Policy and any appeals within that process are exhausted.
2. In the case where the electronic voting system fails and paper ballots were used, the paper ballots shall be destroyed one (1) month following the release of the official results.

10. Reporting

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.

11. By-Elections⁸

1. In the event that a **DEO 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 if a position is vacated at any time prior to December 1 (or the next working day) a By-Election shall take place as soon as possible.

⁸ Editorial revisions made by the GSA Governance Committee on March 30, 2015 (Chair and Vice-Chair under delegated authority from the GSA Governance Committee).

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.
3. In the event that any **CAL positions** are not filled by the end of the 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.

Referenda⁹

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

Scope: This policy governs the operation of GSA referenda and the expected conduct of registered ‘Yes’ or ‘No’ campaigns therein.

Related Policies & Bylaws	GSA Bylaws, Part VIII, Referenda GSA Board Policy, Section 15, Non-Binding Consultative Referenda GSA Policy, GSA Appeals and Complaints Board
Related Forms	Registration forms are based directly on the below GSA Policy

1. General

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” (GSA Bylaw, Part VIII, Referenda, Section 1.1).

2. Initiating a Referendum

1. If a person acting on behalf of an external organization or a graduate student wants to initiate a referendum, they shall contact the Chief Returning Officer (CRO).
2. The CRO shall extend an invitation to present to the GSA Board. The ‘asker’ must state how their organization or proposed referendum question relates to the GSA and or/graduate students. The ‘asker’ shall provide the GSA Board with relevant documents such as a constitution, mission statement, vision statement, audited financial statements, etc. The CRO and ‘asker’ shall work together to draft a referendum question, which will be subject to change after input from GSA Board and GSA Council;
 - 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-exhaustive and additional criteria may be required to draft a clearly worded referendum question.
3. Following the presentation to the GSA Board by the ‘asker’ the GSA Board shall 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 Council), or, if the GSA Board does not extend an

⁹ Passed by GSA Council October 21, 2013 and amended on July 20, 2015. Editorial revisions made by the GSA Governance Committee on January 9, 2014, July 24, 2015, and August 10, 2015.

invitation to GSA Council, the 'asker' can find a Councillor to place the matter on the GSA Council Agenda as denoted in GSA Bylaws, Part VIII, Referenda, Section 2.1.

4. If the GSA Board has invited the 'asker' to present at GSA Council, at that point the CRO and the 'asker' shall work together to finalize the wording of the question (subject to change if GSA Council has problems with the wording) and the 'asker' then presents to GSA Council. GSA Council then votes to approve or not approve the holding of a referendum and the wording of the question. The question must be a "clearly worded 'Yes' or 'No' question" as denoted in GSA Bylaw, Part VIII, Referenda, Section 2.1.
5. GSA Council chooses to approve or to not approve the holding of a referendum and the wording of the question.
6. If GSA Council approves the holding of a referendum and the wording of the question then a referendum is then held in accordance with GSA Bylaws, Part VIII, and GSA Policy, Referenda.

3. Registration Forms

1. The following shall be attached to the Registration Form for a 'Yes' or 'No' Campaign for a Referendum:
 - a. Preamble
 - i. The GSA Council has approved Principles and Rules of Conduct governing the GSA Referenda. The GSA has Referenda Bylaws and Policies posted in full on the GSA website. GSA Policy details the "Principles and Rules of Conduct for Referenda" (as per GSA Policy, Referenda, Section 8).
 - b. Definitions
 - i. "CRO" means CRO or DRO or any person Council designates or elects as Acting CRO or Acting DRO.
 - ii. "Working Day" means a day the GSA office is open.
 - c. Referenda Bylaws and Policies and Acknowledgement by Campaign Members
 - i. The GSA Council has approved Bylaw and Policy related to Referenda. **By signing the registration form, all campaign members acknowledge that they have read and agree to abide by Referenda Bylaws and Policies, which are posted in full on the GSA website.**
 - ii. By signing the registration form, campaign members 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 Bylaws and Policies, including the fact that the CRO 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 bias on the part of members of the GSA ACB in making such decisions on appeals shall be filed with registration forms.**
 - iii. The current members of the GSA ACB will be updated each year on the registration forms.
 - 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.

- v. The deadline to file any concerns of bias on the part of members of the GSA ACB in shall be updated each year on the registration forms.

4. Timeline

1. Except as specified below, the timeline for a referendum is at the discretion of the CRO. As denoted in GSA Bylaw, Part VIII, Referenda, a referendum will normally be held in conjunction with the GSA General Election, unless a question is determined to be of an urgent nature by the GSA Board as denoted in GSA Bylaws, Part VIII, Referenda, Section 2.1.
2. "A referendum shall consist of a registration period, a campaigning period, and a voting period" (GSA Bylaws, Part VIII, Referenda, Section 2.2).
3. The registration period shall last at least fourteen (14) calendar days and only a 'Yes' or a 'No' campaign can be registered. In the event that no registrations are received from either campaign, the referendum shall proceed regardless.
4. Within twenty-four (24) hours after the close of the registration period, the CRO shall hold a meeting with all representatives of the 'Yes' and or 'No' Campaigns as described in Section 6.
5. The campaign period shall last at least seven (7) calendar days and shall begin no later than the day following the meeting of representative(s) of the 'Yes' and or 'No' Campaigns.
6. Voting shall begin on the working day following the last day of the campaign period and shall last at least forty-eight (48) hours.

5. Registration Period

1. The CRO shall provide requirements for registering a campaign for either side of a referendum question (a 'Yes' campaign or a 'No' campaign). Only currently registered graduate students can register a 'Yes' Campaign or a 'No' Campaign. In order to register a campaign, the signatures of ten (10) registered graduate students must be provided to the CRO before the end of the registration period, as well as all of the names and contact information of the graduate students running the campaign.

6. Meeting of Representatives of the 'Yes' and/or 'No' Campaigns

1. The CRO is responsible for organizing a meeting with at least one representative running a 'Yes' and/or 'No' campaign for a Referendum, to provide all students with an overview of GSA Referenda Bylaws and Policies.
2. Failure by at least one representative from the 'Yes' and/or 'No' campaign 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 hour in advance of the meeting. If all graduate students organizing a 'Yes' or 'No' campaign miss this meeting described in Section 6.1 due to unforeseen and exceptional circumstances, such as a last-minute emergency, any consequences may be waived at the discretion of the CRO. There is no appeal of this decision.

3. At the meeting described in Section 6.1, the CRO will provide all graduate students organizing a 'Yes' or 'No' campaign with the Principles and Rules of Conduct for Referenda Campaigning and the GSA ACB Policy (as per GSA Policy, Referenda, Section 8, Principles and Rules of Conduct for Referenda Campaigning and GSA Policy, Referenda, Section 3, Registration Forms).

7. Campaigning

1. Only a 'Yes' and or 'No' campaign can be registered.
2. In the event that no registrations are received for either campaign the referendum shall proceed regardless.
3. Slates are non-existent for the purpose of referenda.
4. Campaign members are authorized to spend up to \$150 on campaign material over the course of a referendum. Campaign costs are not reimbursed.
5. Campaign members shall report to the CRO all campaign-related expenses, and submit receipts, no later than the close of the campaign period.
6. Exceeding the spending limit in Section 7.4 constitutes grounds for disqualification for the campaign.
7. Campaigning is defined as any form of promotion of a 'Yes' or 'No' campaign. This includes all verbal, electronic, and visual forms of communication. All campaign materials, including but not limited to posters, websites, e-mails to moderated graduate student mailing lists, or other printed or electronic materials (including but not limited to all forms of social media) shall be reviewed by the CRO prior to their distribution.
8. The CRO will review campaign materials to ensure they do not conflict with Referenda Bylaws and Policies and do not contain any factually incorrect information (eg regarding the referendum procedures or timeline). The CRO is not responsible for reviewing the editorial content of campaign materials (eg grammar, punctuation).
9. All forms of campaigning (verbal, electronic, and visual) shall not contain misinformation, slander, inappropriate, discriminatory content, or *ad hominem* attacks of campaign member(s).
10. Campaign members shall not use unmoderated mailing lists for campaigning, including but not limited to departmental mailing lists.
11. The CRO shall 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 shall be posted on the GSA website.
12. After the campaign period has closed, campaign members may distribute communications encouraging students to vote on a Referendum question. Campaign members shall not campaign after the campaign period has closed. As denoted in Section 7.7, "campaigning is defined as any form of promotion of a 'Yes' or 'No' campaign." All campaign materials (including but not limited to posters, Facebook pages, websites, etc) shall be removed before the close of the campaign

period.

8. Principles and Rules of Conduct for Referenda Campaigning

1. Preamble:

- a. Campaign members will conduct themselves in a manner that upholds the fundamental principles of underlying GSA 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” (GSA Bylaws, Part VIII, Referenda, Section 1.1).
- b. Campaign members will abide by GSA Bylaws and Policies concerning referenda.
- c. As per GSA Policy (Officer Portfolios, Chief Returning Officer), “the CRO is responsible for administration of GSA [...] referenda pursuant to the GSA [...] Referenda Bylaws and Policies.” Furthermore, “the CRO is responsible for monitoring candidate activities and is authorized to discipline candidates for violations of GSA [...] Referenda Bylaws and Policies as provided for in the GSA [...] Referenda Bylaws and Policies.”
- d. It is the responsibility of those running a ‘Yes’ or ‘No’ campaign to familiarize themselves with the GSA Referenda Bylaws and Policies.
- e. The following are a series of principles and rules concerning the conduct of those individuals running a ‘Yes’ or ‘No’ during a Referendum. These examples are non-exhaustive and include but are not limited to the following principles and rules:

Do:

- i. Do ensure all campaign plans, materials, and/or advertisements conform with all University of Alberta policies and regulations and all municipal, provincial, and federal laws.
- ii. Do run a clean campaign.
- iii. Do treat the CRO, DRO, elected officials, management, staff, and fellow campaign members with respect.
- iv. Do respect the CRO and DRO’s time. The turnaround for approving campaign materials will be approximately one (1) working day.
- v. Do ensure any campaign volunteers or colleagues comply, at all times, with the Referenda Bylaws and Policies and other applicable policies or laws.
- vi. Do use moderated graduate student mailing lists to distribute CRO approved campaign materials.
- vii. Do get permission from Professors or Instructors to campaign in any classrooms.
- viii. Do monitor electronic campaign materials (eg Facebook pages) for *ad hominem* attacks from other graduate students or individuals against campaign members. If you encounter such attacks, report them immediately to the CRO.
- ix. Do use resources for campaigning that are publicly accessible to all campaign members. For example, do not use Departmental or Supervisor photocopiers to print campaign materials.

- x. Do ask the CRO, before acting, if you have any questions about particular Referenda Bylaws and Policies.

Don't:

- xi. Don't use the University or GSA logos on any physical or electronic campaign materials.
- xii. As denoted in Section 7.9 "all forms of campaigning (verbal, electronic, and visual) shall not contain misinformation, slander, inappropriate, discriminatory content, or *ad hominem* attacks of campaign member(s)."
- xiii. Don't use an unmoderated mailing list.
- xiv. Don't tolerate, ask or encourage campaign volunteers or fellow graduate students to violate any GSA Referenda Bylaws and Policies (eg distributing materials to unmoderated mailing lists on your behalf), or other applicable policies or laws.
- xv. Don't campaign in unsafe spaces that require proper safety equipment such as laboratories.
- xvi. Don't place campaign materials behind locked doors that only certain campaign members have access to through a key or swipe card.
- xvii. Don't 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.
- xviii. Don't violate any other GSA Bylaws or Policies or other applicable policies or laws.

9. CRO's Decision on Penalties, Remedial Action, and Referrals

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 shall consult with the GSA ERC regarding extensions.
2. When the CRO becomes aware of an issue or breach of Referenda Bylaws and Policies, or other applicable policies or laws, or a third party complains to the CRO about an alleged issue or breach of Referenda Bylaws and Policies, the CRO shall (in consultation, where reasonable, with the DRO, available member(s) of the GSA ERC, and the Executive Director (ED), concerning deadlines and other related matters (as noted in GSA Policy, Officer Portfolios, Chief Returning Officer and Deputy Returning Officer)):
 - a. Decide whether informal resolution should be attempted and, if so, contact the complainant and campaign member(s).
 - b. Email any written complaint to the campaign member(s), or email the campaign member(s) the details of the issue/breach in writing, and request a written response, setting a deadline of at least eight (8) hours.
 - c. Upon reaching a decision the CRO will inform the campaign member(s) of his/her decision on penalty, remedial actions, or referrals, his/her reasons for the decision, and shall state whether the campaign member(s) can still campaign.
 - d. The CRO may impose the following penalties, remedial actions, or make referrals:
 - i. Verbal or written reprimands.

- ii. Reduction of spending limits.
 - iii. Disqualification of the campaign from the current referendum.
 - iv. Any other penalty or remedial action.
 - v. Any referrals.
 - e. The ED shall be copied on the emails described above.
 - 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.
 - g. The CRO shall advise the campaign member(s) that they have twenty-four (24) hours from the time the CRO's email is deemed delivered (see GSA Policy, GSA Appeals and Complaints Board, Section 2.3, for a definition of "Deemed Delivered") for an emailed appeal to be received by the Chair of the GSA ACB, **as denoted in GSA Policy, GSA Appeals and Complaints Board, Sections 11.2.b.**
3. Unless otherwise stated, in the Referenda Bylaws and Policies, decisions of the CRO are subject to appeal to the GSA ACB.

10. Voting

- 1. "All referenda voting shall be done electronically, except in the event of a failure of the electronic system in use" (GSA Bylaw, Part VIII, Referenda, Section 3.1)
- 2. All referenda questions must be on a clearly worded 'Yes' or 'No' question as denoted in GSA Bylaws, Part VIII, Referenda, Section 2.1.

11. Results

- 1. Upon completion of the ballot count, the CRO shall distribute the official results as soon as possible.

12. Reporting

- 1. The CRO will draft a procedural report following each Referendum. This report will outline major decisions, processes, issues, and recommendations for any future referendum. This report will be provided to the next CRO and DRO, the GSA ERC, the GSA Board, and GSA Council.

Grant Application Policy and Information¹⁰

Purpose: To outline the granting processes of the GSA.

Scope: This policy governs procedures related to applications for GSA Academic Travel Awards, GSA Child Care Grants, GSA Academically-Related Student Group Awards, and GSA Emergency Bursaries.

Related Policies & Bylaws	GSA Bylaw, Part X, Graduate Student Groups GSA Board Policy, Section 5, Defining Academically Related, Non-Academically Related, and Departmental Student Groups
Related Forms	Application forms available at www.gsa.ualberta.ca . Application forms are based directly on the below GSA Policy.

1. GSA Academic Travel Awards¹¹

1. Sponsor/Purpose
 - a. The Graduate Student Support Fund (GSSF) is a benefit to all graduate students, provided by the Graduate Students' Association (GSA) through negotiations of the Collective Agreement 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.
2. Eligibility Criteria
 - a. Must be a member of the GSA at the University of Alberta and registered in a graduate degree program.
 - 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.
 - c. The award can be used to offset the cost of participation in both local opportunities and those necessitating long distance travel.
3. Application Information

¹⁰ Passed by GSA Council on May 16, 2011 (R20110516.1). Amended by GSA Council on December 10, 2012, editorial revisions made by the GSA Governance Committee on January 29, 2014 and August 22, 2016, and amended by GSA Council on February 24, 2014 (with an effective date of April 1, 2014). Editorial revisions made by the GSA Governance Committee on January 21, 2014 and June 26, 2014 (Chair and Vice-Chair under delegated authority from the GSA Governance Committee).

¹¹ Amended by GSA Council on January 18, 2016. Editorial revisions made by the GSA Governance Committee on November 4, 2014 (Chair and Vice-Chair under delegated authority from the GSA Governance Committee).

- a. GSA ATAs are offered on a first-come, first-serve basis. See below.
 - 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).
 - c. If all available funds have been expended in the specified period, no additional applications will be accepted during that period.
 - 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.
 - e. Graduate students are responsible for the completeness and accuracy of their application packages.
4. Applying for an GSA ATA
 - a. Applications must be completed online through the GSA website.
 5. Allocation Policy
 - a. There is no limit to the number of GSA ATA applications a graduate student can submit during their degree program. There is a maximum of one (1) GSA ATA grant for each specified professional development event.
 - b. A Master's student shall be awarded up to a maximum of \$500 during their degree program.
 - c. A Doctoral student shall 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).
 - d. Graduate students will be awarded their shortfall up to a maximum of \$500.
 - 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) shall decide on allowable expenses.
 6. Appeals Policy
 - a. Any appeals of denied applications must be received by the GSA within ten (10) working days.
 - b. Appeals must state the grounds for the appeal in writing.
 - c. Appeals shall be reviewed at arm's 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.
 7. Budget Allocation Policy
 - a. Funds will normally be distributed as follows:
 - i. 5% of the total annual GSA ATA budget will be held back as contingency funding.
 - 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.

- iii. If the funds have not been completely expended near the end of the fiscal year, a decision shall be made by the GSA Board on the best way to expend the funds.

8. Office Procedures

- a. Applications shall be reviewed by the GSA office for eligibility and completeness (see GSA Policy, Grant Application Policy and Information, Section 1.2, and others above) using the following checklist:
 - i. The application information is complete and required documentation has been submitted or confirmed.
 - ii. The applicant has confirmed they are a current member of the GSA and in a graduate degree program.
 - iii. There are sufficient funds available in the GSA ATA budget in the specified period that the application is received.
 - iv. The criteria in the Allocation Policy (GSA Policy, Grant Application Policy, Section 1.5) have been met.
 - v. Applicants who are ineligible or whose application is incomplete shall be contacted by email to provide an opportunity to attempt to resolve the issue.
 - vi. All applications shall be reviewed by the VPSS (or designate).
 - vii. Applicants shall be notified by the GSA by email once processing has been completed and a decision has been made.

9. Interpretation of GSA ATA Policy

- a. The GSA Board shall be consulted about any concerns and questions raised by the GSA office about interpretation of this Policy. The GSA Board's decision is final and binding.

10. Changes to GSA ATA Policy

- a. GSA ATA Policy is subject to GSA Council approval and cannot be changed without GSA Council's approval — excluding editorial revisions/clarifications.

2. GSA Child Care Grants¹²

1. Sponsor/Purpose

- a. The GSSF is a benefit to all graduate students, provided by the GSA through negotiations of the Collective Agreement 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.

2. Eligibility Criteria

- a. Must be a member of the GSA at the University of Alberta and registered in a graduate degree program.

¹² Passed by GSA Council on December 10, 2012 and amended by the GSA Governance Committee on February 27, 2015 and by GSA Council on February 22, 2016.

- b. Eligible children include:
 - i. Dependent children up to, and including, twelve (12) years of age; and/or
 - ii. A dependent child with special needs up to eighteen (18) years of age.
- 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:

Household Size (Adults + Children)	Low Income Measure [Cut-Off] (2013) ¹³
2	\$34,000
3	\$41,000
4	\$48,000
5	\$53,000
6	\$58,000

- 3. Application Information
 - a. GSA CCGs are offered on a first-come, first-serve basis. See below.
 - 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).
 - c. If all available funds have been expended in the specified period, no additional applications will be accepted during that period.
 - d. Graduate students are responsible for the completeness and accuracy of their application.
- 4. Applying for a GSA CCG
 - a. Applications must be completed online through the GSA website.
- 5. Allocation Policy
 - a. There is no limit to the number of GSA CCG applications a graduate student can submit during their degree program.
 - b. Eligible applicants may apply for one (1) GSA CCG per child in each GSA fiscal year (April 1 to March 31) and the GSA CCG will be a maximum of \$1,000 per child per student in each fiscal year.
- 6. Appeals Policy
 - a. Any appeals of denied applications must be received by the GSA within ten (10) working days.
 - b. Appeals must state the grounds for the appeal in writing.
 - c. Appeals shall be reviewed at arm’s 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 shall normally be made within twenty (20) working days.
- 7. Budget Allocation Policy

¹³ Data from Statistics Canada, 2013 (figures rounded to the nearest \$1,000).

- a. Funds will normally be distributed as follows:
 - i. 5% of the total annual GSA CCG budget will be held back as contingency funding.
 - 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.
 - iii. If the funds have not been completely expended near the end of the fiscal year, a decision shall be made by the GSA Board on the best way to expend the funds.
- 8. Office Procedures
 - a. Applications shall be reviewed by the GSA office for eligibility and completeness (see GSA Policy, Grant Application Policy and Information, Section 2.2, and others above) using the following checklist:
 - i. The application form is complete and required documentation has been submitted or confirmed.
 - ii. The applicant has confirmed they are a current member of the GSA and in a graduate degree program.
 - iii. There are sufficient funds available in the GSA CCG budget in the specified period that the application is received.
 - iv. The criteria in the Allocation Policy (GSA Policy, Grant Application Policy and Information, Section 2.5) have been met.
 - b. Applicants who are ineligible or whose application is incomplete shall be contacted by email to provide an opportunity to attempt to resolve the issue.
 - c. All applications will be reviewed by the VPSS (or designate).
 - d. Applicants shall be notified by the GSA by email once processing has been completed and a decision has been made.
- 9. Interpretation of GSA CCG Policy
 - a. The GSA Board shall be consulted about any concerns and questions raised by the GSA office about interpretation of this policy. The GSA Board’s decision is final and binding.
- 10. Changes to GSA CCG Policy
 - a. GSA CCG Policy is subject to GSA Council approval and cannot be changed without GSA Council’s approval — excluding editorial revisions/clarifications.

3. GSA Academically-Related Student Group Awards

- 1. Sponsor/Purpose
 - a. The GSA Academically-Related Student Group Award (GSA ASGA) is provided by the GSA to support the academic activities of graduate student groups by providing funding to offset the costs of seminars, guest lecturers, colloquia or other academic events.
- 2. Eligibility Criteria
 - a. Must be registered as an academically-related graduate student group through Student Group Services (SGS).

- b. Requires confirmation of the Department Chair (or designate) attesting that the event for which the funding is requested is academic in nature and that they support the event.
3. Application Information
 - a. GSA ASGAs are offered on a first-come, first-serve basis. See below.
 - 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).
 - c. If all available funds have been expended in the specified period, no additional applications will be accepted during that period.
 - d. ASGA 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.
 - e. The graduate student group is responsible for the completeness of their application.
 4. Applying for a GSA ASGA
 - a. Applications must be completed online through the GSA website.
 5. Allocation Policy
 - a. There is no limit to the number of applications that can be submitted within the fiscal year but a maximum of one (1) application may be submitted per event.
 - b. 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 may be allocated to an academically-related graduate student group in a fiscal year.
 - c. 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.
 - d. GSA ASGAs 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.
 6. Appeals Policy
 - a. Any appeals of denied applications must be received by the GSA within ten (10) working days.
 - b. Appeals must state the grounds for the appeal in writing.
 - c. Appeals shall be reviewed at arm's 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 shall normally be made within twenty (20) working days.
 7. Budget Allocation Policy
 - a. Funds will normally be distributed as follows:
 - i. 5% of the total annual GSA ASGA budget will be held back as contingency funding.

- 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.
 - iii. If the funds have not been completely expended near the end of the fiscal year, a decision shall be made by the GSA Board on the best way to expend the funds.
- 8. Office Procedures
 - a. Applications shall be reviewed by the GSA office for eligibility and completeness (see GSA Policy, Grant Application Policy and Information, Section 3.2, and others above) using the following checklist:
 - i. The application information is complete and required documentation has been submitted or confirmed.
 - ii. The event has been organized by an academically-related graduate student group registered through SGS.
 - iii. The academically-related graduate student group has confirmed in the application that the planned event is an academic activity.
 - iv. The application has been verified and approved by the Department Chair (or designate) in support of the event.
 - v. There are sufficient funds available in the GSA ASGA budget in the specified period that the application is received.
 - vi. The criteria in the Allocation Policy (GSA Policy, Grant Application Policy and Information, Section 3.5) have been met.
 - b. Applicants who are ineligible or whose application is incomplete shall be contacted by email to provide an opportunity to attempt to resolve the issue.
 - c. All applications shall be reviewed by the VPSS (or designate).
 - d. Applicants and Department Chairs shall be notified by the GSA by email once processing has been completed and a decision has been made.
- 9. Interpretation of GSA ASGA Policy
 - a. The GSA Board shall be consulted about any concerns and questions raised by the GSA office about interpretation of this policy. The GSA Board's decision is final and binding.
- 10. Changes to GSA ASGA Policy
 - a. GSA ASGA Policy is subject to GSA Council approval and cannot be changed without GSA Council's approval — excluding editorial revisions/clarifications.

4. GSA Emergency Bursaries

- 1. Sponsor/Purpose
 - a. The GSSF is a benefit to all graduate students, provided by the GSA through negotiations of the Collective Agreement 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.
- 2. Eligibility Criteria

- a. Must be a member of the GSA at the University of Alberta and registered in a graduate degree program.
 - b. An applicant cannot have received a GSA EB in the past fiscal year (April 1 – March 31).
 - c. Graduate students must have exhausted all other available funding options before applying for a GSA EB.
3. Application Information
- a. GSA EBs are offered on an as-needed basis, provided funds are available.
 - b. If all available funds have been expended in the specified period, no additional applications will be accepted during that period.
 - c. Graduate students are responsible for the completeness and accuracy of their application packages.
4. Applying for an GSA EB
- 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:
 - i. Completed GSA EB application form.
 - ii. All relevant supporting documents.
 - b. Applications are available through the GSA website.
5. Allocation Policy
- 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).
 - b. The maximum amount that will be awarded to a graduate student for a GSA EB is \$2,000.
 - c. GSA EBs are reviewed and recommended to the GSA by the Student Financial Support (SFS), Office of the Registrar.
 - d. Dental costs will not be funded if the student has opted out of the GSA Health and Dental Plan.
 - e. Under exceptional circumstances and upon the recommendation of SFS the GSA President (or delegate) may agree to waive the maximum allocation policies or other eligibility criteria.
6. Appeals Policy
- a. Any appeals of denied applications must be received by the GSA within ten (10) working days.
 - b. Appeals must state the grounds for the appeal in writing.
 - c. Appeals shall be reviewed at arm's 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 shall normally be made within twenty (20) working days.
7. Budget Allocation Policy
- a. Funds will normally be distributed as follows:
 - i. 5% of the total annual GSA EB budget will be held back as contingency funding.

- ii. If the funds have not been completely expended near the end of the fiscal year, a decision shall be made by the GSA Board on the best way to expend the funds.
- 8. Office Procedures
 - a. Applications shall be reviewed by the GSA office for eligibility and completeness (see GSA Policy, Grant Application Policy and Information, Section 4.2, and others above) using the following checklist:
 - i. The application information is complete and required documentation has been submitted or confirmed.
 - ii. The criteria in the Allocation Policy (GSA Policy, Grant Application Policy, Section 4.5) have been met.
 - b. All applications and recommendations from SFS shall be reviewed by the VPSS (or designate).
 - c. SFS shall contact GSA EB recipients via email when a cheque is available for pick up at the GSA Office.
- 9. Interpretation of GSA EB Policy
 - a. The GSA Board shall be consulted about any concerns and questions raised by the GSA office about interpretation of this policy. The GSA Board's decision is final and binding.
- 10. Changes to GSA EB Policy
 - a. GSA EB policy is subject to GSA Council approval and cannot be changed without GSA Council's approval — excluding editorial revisions/clarifications.

Legal Defence Fund¹⁴

Purpose: To provide additional policy and procedure relevant to the Legal Defence Fund.

Scope: This policy expands upon procedures for the Legal Defence Fund.

Related Policies & Bylaws	GSA Bylaws, Part IX, Finances, Section 2, Legal Defence Fund
Related Forms	

1. Defending the GSA in Actions Brought by Other Parties

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 shall make an application to the Budget and Finance Committee. The BFC will then make a recommendation to 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.

2. Arbitration

1. Once a dispute has reached the arbitration stage, as per the Collective Agreement, the VP Labour in conjunction with the GSA Negotiating Committee 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 NC will recommend to the GSA Board that it proceed to arbitration. The Board shall, bearing in mind confidentiality, make an application to the Budget and Finance Committee of the decision to proceed to arbitration. The BFC will then make a recommendation to Council (if it feels the case is warranted) regarding the use of the Legal Defence Fund.

3. Action against Other Parties by the GSA

1. In cases where the GSA Board feels that it has a legal basis and an obligation to uphold the rights of the GSA, the Board may investigate the possibility for legal action. Upon consultation with counsel, if the legal opinion is that there are grounds for action, the Board shall make an application to the Budget and Finance Committee. The BFC will then make a recommendation to Council (if it feels the case is warranted), through the GSA Board, regarding the use of the Legal Defence Fund.

4. Intervener Status by the GSA

1. In cases where the GSA Board feels that a case before the courts has the potential to set precedent that could impact graduate students, the GSA Board shall make an application to the Budget and Finance Committee. The BFC will then make a recommendation to Council (if it feels the case is warranted) regarding the use of the Legal Defence Fund.

¹⁴ Passed by GSA Council on July 16, 2001 (R20010716.1).

Nominating¹⁵

Purpose: To outline the process and policies for appointing and replenishing representatives to councils, committees, and other bodies requiring graduate student representation.

Scope: This policy governs the Nominating Committee and all related nomination processes.

Related Policies & Bylaws	GSA Bylaws, Part V, Standing Committees GSA Policy, Standing Committees, Section 10, Nominating Committee
Related Forms	

1. Membership

1. If there are vacancies on the NoC, the Executive Director and Speaker will advertise those vacancies to Council and, after a reasonable amount of time has elapsed, will select individuals meeting the criteria set out in Section 2, Expectations, to fill those vacancies and submit their names to Council for ratification.

2. Expectations

1. Members of the NoC must have a demonstrated ability to be neutral and are expected to act impartially, including declaring conflicts of interest and rising above individual/departmental interests to ensure the best fit between nominees and vacancies.
2. The NoC is expected to fill vacant positions in a timely fashion to ensure that there is continuity in the graduate student “voice” on committees, Councils, and other bodies, thereby ensuring the best possible representation for graduate students.

3. Training

1. New members of the NoC shall be trained by the Speaker, the Executive Director, and any other individuals the Executive Director, in consultation with the GSA Board, deems necessary in order for the NoC to fulfill its mandate.

4. Meetings

1. The NoC will normally only meet in person upon new members joining the committee.
2. The purpose of an in-person meeting shall be to exchange contact information and make any other necessary arrangements for the members to fulfill their duties as outlined in GSA Bylaws and in this policy.

¹⁵ Passed by GSA Council on December 13, 2010 (R20101213.1).

5. Advertising and Proactive Identification of Talent

1. All vacancies on bodies falling under the mandate of the NoC will be advertised either in the GSA newsletter or in some manner agreed to by the NoC.
2. Advertising may be waived in instances where, in the 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).
3. Advertisements will provide information about the mandate of a committee/Council and the skill set needed to be an effective representative.
4. Notwithstanding the requirement to advertise, the NoC will be proactive in seeking out graduate students with the skills, experience and/or drive to be effective, articulate representatives of the graduate student population. Nominees must be willing to be trained and must attend their meetings regularly.
5. In all cases, nominees will be required to provide a brief resume and bio, and a statement about what they feel they will bring to the table of the governing body they wish to serve on.
6. In any instance where the NoC cannot decide on an appointee to a Council or committee, the matter will be referred to Council.

6. Guidelines for Specific External Bodies

1. As General Faculties Council (GFC) and its committees, FGSR Council, and Faculty Councils and their committees have one-year terms which normally end April 30, the NoC will begin searching for replacements by March of each year.
2. Positions on committees of the University President or Vice-Presidents vary in number and term, and efforts by the NoC to seek candidates for these positions shall begin a reasonable amount of time before the end of those terms. "The President (or a delegate, normally a VP) represents the GSA on search/review committees of the University President, Provost, Vice-Provosts, or equivalents. The President shall consult with the GSA Nominating Committee (GSA NoC) regarding delegations" (GSA Policy, Officer Portfolios, Section 2.1.h).
3. The NoC should be continually searching for graduate students to serve on the GSA's Standing Committees.
4. The NoC will actively seek out potential candidates for all GSA Directly-Elected Officers and Council-Elected Officers positions.
5. The GSA Office is often asked for the names of graduate students to serve on various task forces, steering committees, *ad hoc* committees, sub-committees, newly-formed committees, and the like; the NoC is responsible for finding appropriate candidates to fulfill these requests.
6. The NoC will provide Council with nominations for the GSA Board, all GSA standing committees, Speaker, CRO, and Senator. Additional nominations may be made by Councillors, in writing, in advance of the Council meeting where elections will take place. If a Councillor(s) makes an additional nomination, there will be a written ballot at the Council where the election will take place. All other vacancies will be filled by the NoC and reported to Council.

7. In cases where, in the opinion of the Chair (or, in their absence, the Administrative Chair or designate), it is urgent to fill a vacancy on an external body, any two (2) members of the NoC may make a decision concerning the vacancy.

Officer Portfolios¹⁶

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

Scope: This policy sets out GSA Council's expectations of GSA Officers.

Related Policies & Bylaws	GSA Bylaw, Part III, Council GSA Bylaw, Part IV, Officers GSA Policy, Performance and Conduct, Conflict of Interest, and Conflict of Commitment GSA Bylaw, Part VII, Elections GSA Policy, Responsibilities and Attendance of GSA Committee Members, and Representatives on University Governing Bodies and Committees GSA Board Policy, Section 5, Designation of Executive Vice-President and Line of Succession for Acting President GSA Board Policy, Section 10, Line of Succession for Chair of the GSA Board
Related Forms	

1. General Qualifications

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.
2. Elected Officers and candidates for elected office shall have as much flexibility as possible in their schedules in order to fulfill the duties of their position.
3. Elected Officers and candidates for elected office shall abide by all GSA Bylaws and Policies with respect to performance and conduct, conflict of interest, and conflict of commitment.
4. Elected Officers and candidates for elected office shall self-disclose any conflict of commitment or conflict of interest, real or perceived, to the President and/or Executive Director as soon as it arises.
5. Elected Officers and candidates for elected office shall be graduate students in good academic standing.
6. Elected Officers and candidates for elected office shall 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.
7. Elected Officers and candidates for elected office must be able to work in an environment that is fast-paced, collegial, cooperative, and respectful.

¹⁶ Amended by GSA Council on March 14, 2011 (R20110314.x), October 21, 2013, January 21, 2014, and November 17, 2014. Editorial revisions made by the GSA Governance Committee on May 28, 2015.

8. Depending on the unique backgrounds and skills of Directly-Elected Officers (DEOs), they may be called upon to assist with special projects 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 shall be consulted on such delegations.
9. All DEOs shall serve as substitutes for each other on governing bodies and committees as needed and where allowed. The GSA Board shall be consulted on such delegations.
10. All DEOs shall assist with departmental orientations as needed and shall participate in non-advocacy and relationship building events (eg, U School Convocation, convocation ceremonies, etc) as needed.
11. Duties for DEOs change regularly. The duties for each DEO position shall be updated each year and reported to GSA Council.

2. President¹⁷

1. Duties

- 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.
- b. The President shall 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 shall assume the President's duties; any such instance shall be reported to GSA Council at its next subsequent meeting. A second Vice-President shall 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).
- c. The President ensures that the GSA carries out its legal functions as specified in the *Post-Secondary Learning Act*.
- 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.
- 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.
- f. The President leads the GSA on bodies external to the GSA. This includes:
 - i. Membership on the BoG and General Faculties Council (GFC).
 - ii. Playing a lead role in provincial lobbying, along with the VP External (VPE).
 - iii. Active participation in the Western Canadian Graduate Student Summit and GU15, etc, along with the VPE.

¹⁷ Amended by GSA Council on January 20, 2014 and November 17, 2014.

- iv. Advocating for graduate student issues at the municipal, provincial, and federal levels, along with the VPE.
- 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.
- h. The President (or a delegate, normally a VP) represents the GSA on search/review committees of the University President, Provost, Vice-Provosts, or equivalents. The President shall consult with the GSA Nominating Committee (GSA NoC) regarding delegations.
- 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.
- j. The President is an active participant in events associated with Alumni Weekend.
- k. The President keeps a watchful eye on the hours spent by the Vice-Presidents on their portfolios in order to balance work-loads.
- l. The position of President requires daily contact with the ED and Executive Assistant, 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).
- m. The position of President total 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.

2. Committees

- a. The President is a non-voting member of all GSA Standing Committees.
- b. The President chairs the following GSA Standing Committees:
 - i. The GSA Board (see also GSA Board Policy, Section 10, Line of Succession for Chair of the GSA Board).
 - ii. The GSA Governance Committee (GSA GC).
 - iii. The GSA Budget and Finance Committee (GSA BFC).
 - iv. The GSA NoC, except during the “Early Call for Talent,” where the Administrative Chair takes the lead.
- c. The President or delegate chairs any committees or caucuses associated with provincial lobbying.
- d. The President is a member of the GSA GFC Caucus and GSA Faculty of Graduate Studies and Research (FGSR) Council Caucus.
- e. The President is a member of the following University boards and committees:
 - i. The BoG.

- ii. The Board Finance and Property Committee (BFPC).
- iii. The Board Learning and Discovery Committee (BLDC).
- iv. The Board Safety, Health, and the Environment Committee (BSHEC), normally delegated to a Vice-President by the full Board of Governors.
- v. The Board University Relations Committee (BURC).
- vi. GFC.
- vii. The GFC Academic Planning Committee (GFC APC).
- viii. The University Tuition Budget Advisory Committee and Mandatory Non-Instructional Fees Budget Advisory Committee (TBAC/MBAC).
- ix. Any committee related to graduate student market modifiers.
- x. The China Institute Board, which the President may delegate.

3. Qualifications

- a. Candidates must have some experience with budget, negotiations, and governance, ideally at the university level.

3. Vice-President Academic

1. Duties

- 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.
- 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 e-mail; the list of committees the VPA attends provide a clear picture of the depth and breadth of this portfolio.
- 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. The position of VPA requires regular weekly contact with the President, ED, Executive Assistant, and the other Vice-Presidents.
- e. The position of VPA total 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.

2. Committees

- a. The VPA is a member of the GSA Negotiating Committee (GSA NC).
- b. The VPA chairs the GSA FGSR Council Caucus and GSA GFC Caucus.
- c. The VPA is a member of the following University boards and committees:
 - i. The FGSR Council.
 - ii. The FGSR Council Policy Review Committee.
 - iii. The FGSR Dean's Advisory Committees.
 - iv. The FGSR Graduate Scholarship Committee.
 - v. The FGSR Academic Appeals Committee.
 - vi. GFC as the statutory member.

- vii. The GFC Executive Committee (GFC EXEC).
 - viii. The GFC Academic Standards Committee (GFC ASC).
 - ix. The GFC ASC Subcommittee on Standards (GFC ASC SOS).
 - x. The GFC Campus Law Review Committee (GFC CLRC).
 - xi. The GFC Committee on the Learning Environment (GFC CLE).
 - xii. The GFC University Teaching Awards Committee (GFC UTAC).
 - xiii. The GFC University Research Policy Committee (GFC URPC).
 - xiv. The GFC Teaching, Learning, and Technology Council (GFC TLAT).
 - xv. The Academic Policy and Process Review Committee.
 - xvi. The Centre for Teaching and Learning Advisory Committee.
 - xvii. The University Writing Committee.
 - xviii. The Administration Information Systems Steering Committee.
 - xix. Committees related to graduate supervision and graduate education quality measures.
 - xx. Committees related to graduate student attributes and competencies.
3. Qualifications
- a. Candidates should have some experience with governance at the university level as well as the ability to work with all levels of administration.

4. Vice-President Labour¹⁸

- 1. Duties
 - a. The VPL is the chief negotiator of the Collective Agreement (CA) with the University covering all graduate student assistantships.
 - b. The VPL also negotiates other matters with the University related to graduate student employment, including those issues concerning assistantships and issues regarding interpretation of the CA.
 - c. The VPL, in consultation with the President and VPE, is the key DEO responsible for defining the GSA's approach to market modifiers; this area of responsibility results in the disposition of hundreds of thousands of dollars to graduate students in various forms.
 - d. The VPL receives and seeks resolution of complaints and concerns from graduate students about employment matters, working in concert with the FGSR, the Graduate Ombudsperson, and the Director of Operations and Labour Professional.
 - e. The VPL may be assigned by the President to serve as the lead on special projects and initiatives (eg international graduate student issues).
 - f. 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).

¹⁸ Amended by GSA Council on January 20, 2014 and November 17, 2014. Editorial revisions made by the GSA Governance Committee on August 22, 2016.

- g. The position of VPL requires close contact the Director of Operations and Labour Professional and regular weekly contact with the President, ED, Executive Assistant, and the other Vice-Presidents.
 - h. The position of VPL total 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.
2. Committees
 - a. The VPL chairs the GSA Labour Relations Committee (LRC) and the GSA NC.
 - b. The VPL is a member of the GSA Awards Selection Committee (GSA ASC), the GSA GC, and the GSA FGSR Council Caucus.
 - c. The VPL is a member of the following University committees:
 - i. The FGSR Council.
 - ii. The Workplace Health Promotion Advisory Committee.
 - iii. The Alcohol Policy Review Committee.
 - iv. The Protective Services Advisory Committee (PSAC).
 3. Qualifications
 - a. Candidates should have a background in law and/or business and/or labour issues.
 - b. Previous experience on the GSA LRC or the GSA NC would be both desirable and advantageous.

5. Vice-President External¹⁹

1. Duties
 - 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:
 - i. Residence life.
 - ii. Engagement with University or departmental activities.
 - iii. External advocacy and representation.
 - b. The VPE is responsible for consulting with the GSA Board and the ED or delegate on matters related to Orientation, Awards Night, and similar activities, with the ED responsible for delivery of these events.
 - c. The VPE may be assigned by the President to serve as the lead on special projects and initiatives (eg international graduate student issues).
 - d. The position of VPE requires regular weekly contact with the President, ED, Executive Assistant, and the other Vice-Presidents.
 - e. The position of VPE total approximately twenty (20) to thirty (30) hours per week on average and will include evenings and weekends (the VPE portfolio normally

¹⁹ Amended by GSA Council on July 25, 2011 (R20110725.1 and R20110725.2), January 20, 2014, and November 17, 2014.

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.

2. Committees

- a. The VPE chairs the GSA ASC, and co-chairs the GSA Student Affairs Advisory Committee (GSA SAAC) with the VPSS.
- b. The VPE is a member of the GSA LRC.
- c. The VPE sits on the following University boards and committees:
 - i. The Athletics & Recreation Fees Advisory Group (ARFAC).
 - ii. The Residence Budget Advisory Committee (RBAC).
 - iii. The Council on Student Affairs (COSA), which the VPE may delegate.
 - iv. The Alumni Council.
 - v. The Alumni Council Student Life Subcommittee.
 - vi. The Festival of Ideas.
 - vii. The Festival of Teaching Steering Committee.
 - viii. The Student Engagement Grants Committee.

3. Qualifications

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

6. Vice-President Student Services²⁰

1. Duties

- 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 the Director of Operations in this regard; these funds presently support GSA Academic Travel Awards, GSA Emergency Bursaries, and GSA Child Care Grants.
- 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.
- c. The VPSS oversees and leads the Departmental Liaison Initiative, including connecting with departmental graduate student associations, supporting graduate student groups, graduate student engagement in GSA governance, and GSA-delivered departmental orientations.
- d. The VPSS shall maintain awareness of student groups with respect to risk management and work closely with the ED in this respect.

²⁰ Amended by GSA Council on July 25, 2011 (R20110725.1 and R20110725.2) and November 17, 2014.

- 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.
 - 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 and Placement 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.
 - g. The VPSS is responsible, in collaboration with the GSA Board, for the negotiation of new GSA fee-based services and oversight of newly negotiated GSA fee-based services.
 - h. The VPSS may be assigned by the President to serve as the lead on special projects and initiatives (eg international graduate student issues).
 - i. The position of VPSS requires regular weekly contact with the President, ED, Director of Operations and Labour Professional, Executive Assistant, and the other Vice-Presidents.
 - j. The position of VPSS total 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.
2. Committees
- a. The VPSS co-chairs the GSA SAAC with the VPE.
 - b. The VPSS is a member of the following University boards and committees:
 - i. Committees related to the U-Pass (including the committee external to the University).
 - ii. The GFC FDC.
 - iii. The GFC FDC Subcommittee on Learning Spaces.
 - iv. The Standing Advisory Council on International Engagement (SACIE).
 - v. Committees related to the Campus Food Bank.
 - vi. Committees related to Dewey's and the North Power Plant.
 - vii. Committees related to campus space planning.
 - viii. The ONECard Student Advisory Group.
 - ix. Committees related to University student services.
 - x. The Health Centre Advisory Group.
 - xi. Committees related to the Physical Activity and Wellness Centre.

3. Qualifications
 - a. Candidates should have some experience with student services issues.

7. Speaker²¹

1. Duties
 - a. The Speaker is responsible for presiding over all meetings of GSA Council and General Meetings 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).
 - b. The Speaker is responsible for dealing with any breaches of confidentiality arising in GSA Council (see GSA Bylaw, Part III, Council).
 - c. The Speaker shall see that an agenda package is prepared for all meetings of GSA Council.
 - 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.
 - e. The Speaker is responsible for tracking attendance at meetings of GSA Council (see GSA Policy, GSA Council Attendance).
 - 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.
 - g. The position of Speaker total 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.
2. Restrictions
 - a. The Speaker may not act in any other representative position for the GSA except as provided for in GSA Bylaw and GSA Policy.
 - b. The Speaker shall not campaign for or endorse any candidate or team whatsoever in a GSA General Election or By-Election (see GSA Bylaw, Part VII, Elections, Section 6.3).
3. Qualifications
 - a. The Speaker must have a good working knowledge of the GSA, its structure, and its governing documents.

8. Chief Returning Officer and Deputy Returning Officer²²

1. Duties of the Chief Returning Officer
 - 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

²¹ Passed by GSA Council on March 14, 2011 (R20110314.3) and amended by GSA Council on November 17, 2014.

²² Approved by GSA Council on March 14, 2011 (R20110314.3) and amended by GSA Council on October 21, 2013 and December 8, 2014. Amended by the GSA Governance Committee on December 17, 2014 (Chair and Vice-Chair under delegated authority from the GSA Governance Committee).

- excellent, positive reputation of the GSA” (GSA Bylaw, Part VII, Elections, Section 1.1, and GSA Bylaw, Part VIII, Referenda, Section 1.1).
- b. The CRO is responsible for monitoring candidate activities and is authorized to discipline candidates for violations of GSA Elections and Referenda Bylaws and Policies as provided for in the GSA Elections and Referenda Bylaws and Policies.
 - c. The CRO serves as a non-voting member on the GSA ERC.
2. Duties of the Deputy Returning Officer
 - a. The Deputy Returning Officer (DRO) reports directly to the CRO.
 - 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.
 - c. The DRO serves as a non-voting member of the GSA ERC.
 3. Restrictions for CRO and DRO
 - a. The CRO and DRO may not hold any other elected position in the GSA.
 - b. “The CRO, DRO, Speaker, and members of the GSA ERC shall not campaign for or endorse any candidate whatsoever” (GSA Bylaw, Part VII, Elections, Section 5.3).
 - c. Council-Elected Officers shall be GSA members. As set out in GSA Bylaw, Members, Section 1, “GSA Council (GSA Bylaw, Part III, 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 (GSA Bylaw, Part II, Members, Section 1.2).
 - 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.
 4. Qualifications of the CRO and DRO
 - a. The CRO and DRO should ideally have previous experience with administration of student elections.
 - b. Other ideal competencies and qualities for both the CRO and DRO positions include:
 - i. Experience acting in a neutral or impartial position.
 - ii. Thorough understanding of GSA Bylaw and Policy, especially with items pertaining to elections.
 - iii. Thorough knowledge of the organization and its role in the graduate student community.
 - iv. Demonstrated ability to bring disputing parties together to reach decisions based on mutual interests.
 - v. Patience, tact, and discretion.
 - vi. Previous experience effectively dealing with contentious issues (elections or otherwise).
 - vii. Experience working in a highly politicized environment requiring quick and fair decisions.
 - viii. A schedule that allows for the bulk of election work to take place in a compressed time-frame (a few weeks).
 - ix. Experience with mediation and/or conflict resolution.

- x. Collaborative approach with others (eg members of a committee) in reaching fair minded decisions.
 - xi. Capable of handling a wide range of tasks effectively and impartially.
 - xii. Sound judgment and good decision-making skills.
 - xiii. Good team player and good communicator.
 - xiv. Can manage stressful situations.
 - xv. Experience with not-for-profit organizations.
5. Roles and Responsibilities of the CRO
- 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” (GSA Bylaw, Part VII, Elections, Section 1.1, and GSA Bylaw, Part VIII, Referenda, Section 1.1).
 - b. Preparing for Elections
 - i. Participating in all GSA ERC meetings and serving as a non-voting member of the GSA ERC.
 - ii. Working with the GSA ERC to approve timelines for Elections, By-Elections, and Referenda in accordance with GSA Elections and Referenda Bylaws and Policies and communicating these timelines to graduate students.
 - iii. Working with the GSA ERC to advertise the nomination period for any GSA Election or By-Election, the registration period for any GSA Referendum, and voting periods for all Elections and Referenda.
 - iv. Preparing nomination forms for a General Election or By-Election and registration forms for a Referendum with the GSA ERC in accordance with GSA Elections and Referenda Bylaws and Policies.
 - iv. Ensuring nomination forms comply with GSA Bylaw and Policy.
 - 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 GSA Elections, By-Elections, or Referenda.
 - c. All-Candidates Meeting
 - i. Holding at least one (1) All-Candidates Meeting during a GSA Election, By-Election, or Referendum to communicate bylaws and policies to all candidates and/or referendum campaign members in order to answer questions about campaigning rules and regulations in a GSA Election, By-Election, or Referendum.
 - d. Planning and Hosting a GSA Election Forum
 - i. In consultation with the GSA ERC, planning a GSA Election Forum for graduate students to ask candidates questions.
 - e. Managing and Deciding on Complaints
 - i. Reviewing and approving the use of all campaign materials to “ensure they do not conflict with GSA Elections Bylaw and Policy and do not contain any factually incorrect information (eg regarding the election procedures or timeline)” (GSA Policy, Elections, Section 5.5.a).

- ii. Receiving complaints regarding alleged breaches of bylaw or policy with the GSA ERC, while also actively monitoring any campaign activities during GSA Elections, By-Elections, and Referenda campaign periods.
 - iii. Managing and ruling on complaints and alleged violations of GSA Bylaw and Policy with the GSA ERC and the CRO upholds the Bylaws and Policies pertaining to GSA Elections, By-Elections, and Referenda, but consults with the DRO and as many members of the GSA ERC as possible on decisions regarding penalties, remedial action, and/or referrals.
 - iv. Ensuring candidates or referendum campaigns respect the election spending limits and present their election expenses reports and receipts by the set deadlines.
 - v. Observing fair process when dealing with complaints. The CRO observes procedural fairness, and consults with the ED or delegate on fair process.
 - 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.
- f. Election Results
- i. Reviewing and approving the format of the electronic ballots for GSA Elections, By-Elections, and Referenda with the GSA ERC.
 - ii. Communicating the results of all GSA Elections, By-Elections, and Referenda to graduate students.
- g. Reporting
- i. The CRO is responsible for reporting to GSA Council on all work related to GSA Elections, By-Elections, and/or Referenda.
 - ii. Submitting a written report to GSA Council following any GSA Election, By-Election, or Referendum.
6. Training of the CRO and DRO
- a. The CRO and DRO will receive a broad range of training, including but not limited to:
 - i. Writing and communicating decisions for alleged campaign violations.
 - ii. Conflict resolution and mediation training as the CRO is encouraged to bring two (2) parties together to resolve disputes.
 - ii. Meetings with former GSA or Students' Union CROs.
7. Honorarium
- a. The CRO is awarded a modest honorarium for overseeing all GSA General Elections, By-Elections, and/or Referenda.

9. Senator²³

1. Duties

²³ Passed by GSA Council on March 14, 2011 (R20110314.3).

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

Standing Committees²⁴

Purpose: To outline policies related to GSA Standing Committees.

Scope: This policy expands on the general operation of GSA Standing Committees and sets out each committee's composition and mandate.

Related Policies & Bylaws	GSA Bylaws, Part V, Standing Committees GSA Board Policy, Section 10, Line of Succession for Chair of the GSA Board
Related Forms	

1. General

1. Unless otherwise specified, quorum of Standing Committees will be four (4) members of that Committee.
2. The Chair (or Chairs) of a Standing Committee may delegate their responsibilities as chair to another member of the committee, subject to the approval of the committee.
3. In the absence of the Chair (or Chairs), the members of a Standing Committee may select an interim Chair from its membership by majority vote, with such an appointment to last for the duration of the Chair's absence.
 - a. A meeting to select an interim Chair of a Standing Committee may be called by any two (2) members of the Committee.
4. The Executive Director and GSA Accountant have a standing invitation to attend any committee discussing financial matters.
5. Sub-Committees
 - a. The GSA Board and Standing Committees may, at their discretion, form sub-committees deemed relevant to the execution of their mandates.
 - b. Terms of reference shall be given to the sub-committee by the parent Committee.
 - c. The mandate of the sub-committee shall be described in terms of reference.
 - d. Upon completion of appointed task(s), sub-committees shall make final reports to the relevant committee or Council on their actions, and unless otherwise instructed, shall then be dissolved.
 - e. Whether or not a sub-committee has fulfilled its mandate, it may be dissolved at any time by the Committee on its own recommendation, or by a majority vote of the members in the parent Committee to which this sub-committee reports to.
6. *Ad hoc* committees
 - a. Terms of reference shall be given to the *ad hoc* committee from Council.
 - b. The mandate of the *ad hoc* committee shall be described in terms of reference.

²⁴ Section moved to GSA Policy from GSA Bylaw, Standing Committees, on April 8, 2013.

- c. Members shall be nominated and approved by Council, prior to taking up their appointment.
- d. *Ad hoc* committees shall, at their first meeting, appoint one of their members as Chair of the committee.
- e. In the absence of the Chair, the members of an *ad hoc* committee may select an interim Chair from its membership by majority vote unless otherwise specified in the terms of reference, with such an appointment to last for the duration of the Chair's absence.
 - i. A meeting to select an interim Chair or (in the event of vacancy) the Chair of an *ad hoc* committee may be called by any two (2) members of the Committee unless otherwise specified in the terms of reference.
- f. The Chair of the committee shall report to the Council the proceedings and decisions of all meetings of the Committee.
- g. Upon completion of appointed task(s), *ad hoc* committees shall make final reports to Council on their actions, and unless otherwise instructed by Council, shall then be dissolved.
- h. Whether or not an *ad hoc* committee has fulfilled its mandate from Council, it may be dissolved at any time by a majority vote of Council.

2. GSA Board²⁵

1. Composition²⁶

- a. The President is the Chair of the GSA Board (GSAB).
- b. All Directly-Elected Officers are voting members of the GSAB.
- c. All Directors are non-voting members of the GSAB.
- d. All Council-Elected Officers (GSA Bylaws, Part IV, Officers, Section 3) are non-voting members of the GSAB.
- e. Council (GSA Bylaws Part III, Council) may appoint up to three members of Council as non-voting members of the GSAB.
- f. At the first meeting of the GSA Board for new Directly-Elected Officers, the GSA Board will decide the line of succession for the Chair of the GSA Board if the President is unable to serve as the Chair for any reason. The Chair will present that succession order to Council in the next GSAB report.
- g. In the absence of a Chair, the next Directly-Elected Officer in the succession order will assume the chairpersonship of the GSAB until the previous Chair is again able to assume that responsibility.

2. Mandate²⁷

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

²⁵ Passed by the Extraordinary General Meeting on January 11, 2010 (20100111.4). Section moved to GSA Policy from GSA Bylaw, Standing Committees, on April 8, 2013.

²⁶ Amended by the Annual General Meeting on March 28, 2011 (R20110328.1).

²⁷ Amended by GSA Council on June 27 and July 25, 2011 (R20110627.2 and R20110725.2).

- c. As stated in GSA Policy, GSA Health and Dental Plan and GSA Health and Dental Plan Reserve Fund, Section 6.1, “The GSA Board 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.”
 - d. For the Board’s responsibilities with respect to Emergency Bursaries, see the GSA Policy, Emergency Bursary Policy, Section 9.a.
 - e. For the Board’s responsibilities with respect to the Legal Defense Fund, see the GSA Policy, Legal Defense Fund Policy, Sections 2 and 3.
 - f. For the Board’s responsibilities with respect to the Grant Budget Allocation Policy, see the GSA Policy, Grant Application Policy and Information, Sections 1 and 7.iii.
3. Meetings²⁸
- a. Quorum for a meeting of the GSAB is three (3) Directly-Elected Officers. In the event that the GSA has only two (2) or fewer Directly-Elected Officers available to meet, as determined by the Speaker, quorum for a meeting of the GSAB is all Directly-Elected Officers currently available to meet.
 - b. Emergency GSAB meetings may be called by any Directly-Elected Officers. 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.
 - 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.

3. Governance Committee²⁹

- 1. Composition
 - a. The Governance Committee (GC) is comprised of:
 - i. The President, as Chair.
 - ii. The Vice-President Labour, who shall assume the duties of the Chair in the absence of the President.
 - iii. The Speaker and Executive Director (or delegate) as non-voting members.
 - iv. Three (3) members of Council elected by Council.
- 2. Mandate
 - a. The GC will:
 - i. Advise Council on the GSA Bylaws, matters of policy not in the purview of any other Standing Committee, or other governing issues and provide a report on recommended changes at the next scheduled Council meeting; and
 - ii. Make any routine or editorial changes to the governance documents as deemed necessary by the Committee.

²⁸ Amended by the Annual General Meeting on March 28, 2011 (R20110328.1).

²⁹ Amended by GSA Council on June 27 and July 25, 2011 (R20110627.2 and R20110725.2).

4. GSA Budget and Finance Committee (GSA BFC)³⁰

1. Composition
 - a. The voting membership of the GSA BFC is:
 - i. The President or delegate, as Chair.
 - ii. The Vice-President Labour, as Vice-Chair.
 - iii. One (1) Councillor, elected by GSA Council.
 - iv. Two (2) members of the GSA, elected by GSA Council.
 - b. Additionally, the GSA BFC has the following non-voting members:
 - i. The Executive Director and Director of Operations.
 - ii. The GSA Accountant and GSA Financial Manager.
 - iii. The Director of Services and Governance.
 - c. All Directly-Elected Officers (DEOs) are welcome to attend GSA BFC meetings.
 - d. Quorum of the GSA BFC is three (3) voting members, including at least one (1) DEO.
2. Mandate
 - a. 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.
 - b. The GSA BFC shall fulfil the following advisory functions:
 - i. Advising the President, GSA Board and management on the long-term planning and priorities of the GSA in light of the GSA's strategic goals.
 - ii. Advising the President and GSA Council on budget principles, policies, and procedures and on any other related financial policies.
 - iii. Receiving information and advice from the GSA Auditor with respect to any information and recommendations the Auditor wishes to present.
 - iv. Reviewing the investment portfolio and advising the President and management on long-term investment strategies and on any overarching, macro, planning or long-term financial/budgetary issues.
 - c. The GSA BFC shall receive for information and forward to the GSA Board quarterly reports on expenses and revenues; these reports shall 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.
 - d. The GSA BFC shall review and advise on the annual three (3)-year rolling budget and business plan.
 - e. The GSA BFC shall make recommendations to GSA Council on the annual operating and capital budgets.

³⁰ Amended by GSA Council on August 22, September 26, 2011 (R20110822.2 and R20110926.x), and July 18, 2016 and editorial revisions made by the Governance Committee on October 23, 2014 (Chair and Vice-Chair under delegated authority from the GSA Governance Committee).

- f. The GSA BFC shall consider any matters referred to it by GSA Council, the GSA Board, the President, or management.
- g. As stated in GSA Policy, GSA Health and Dental Plan and GSA Health and Dental Plan Reserve Fund, Section 8.2.c.i, “To draw down the HDPRF, the GSA Board 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.”
 - i. As stated in GSA Policy, GSA Health and Dental Plan and GSA Health and Dental Plan Reserve Fund, Section 8.2.c.i, “If the GSA BFC finds that the proposal is financially sound, it shall present the proposal and the financial implications to GSA Council for approval.”
 - ii. As stated in GSA Policy, GSA Health and Dental Plan and GSA Health and Dental Plan Reserve Fund, Section 8.2.c.ii, “If the GSA BFC finds that the proposal is financially unsound, it shall report its findings to the GSA Board for reconsideration.”

5. Negotiating Committee³¹

1. Composition
 - a. The Negotiating Committee (NC) is chaired by the Vice-President Labour.
 - b. The Vice-President Academic is a member of the NC as Vice-Chair, and will assume the duties of the Chair in the absence of the Vice-President Labour.
 - c. The GSAB will annually name at least two (2) but no more than three (3) additional graduate student members to the NC, and in doing so may consult with the Nominating Committee.
 - d. In addition, the GSA Labour Professional will serve as a non-voting member of the NC.
2. Mandate
 - a. The NC will review the Collective Agreement between the GSA and the University of Alberta for clarity of language and meaning, and will identify areas where interpretation or clarification is required.
 - b. The NC will consult with the LRC and GSAB regularly.
 - c. The NC will prepare the Opening Position to be taken to the Collective Agreement negotiations between the GSA and the University of Alberta.
 - d. The NC will report to the GSAB, Council and the GSA membership on the negotiation process and changes to the Collective Agreement.
 - e. The NC will present the initial position to the University Administration Negotiating Team by the date set within the Collective Agreement.
 - f. The NC will negotiate the Collective Agreement, including salary, benefits, policy, and regulations governing graduate student assistantships;
 - g. The NC will finalize the agreement with the University.

³¹ Amended by GSA Council on 14 May 2012 and 11 June 2012. Editorial revisions made by the GSA Governance Committee on August 22, 2016.

- h. The NC will submit the final agreement reached during negotiations to the next meeting of Council for approval.

6. Awards Selection Committee³²

1. Composition

- a. The voting membership of the Awards Selection Committee (ASC) is:
 - I. The Vice-President External, as Chair.
 - II. The Vice-President Labour serves on the ASC.
 - III. Up to twelve (12) graduate students, elected by Council. The Chair, in consultation with the GSA Nominating Committee Administrative Chair, can decide to increase the number of graduate student members on ASC.
- b. The Executive Director and GSA Accountant have a standing invitation to attend any committee discussing financial matters.
- c. The Vice-President External will designate a member of the ASC to act as Chair in his/her absence or in the case of a conflict of interest.

2. Eligibility

- a. All members of the GSA are eligible to serve on ASC unless they intend to apply for GSA Awards.
- b. No member of the ASC is eligible to apply for GSA Recognition Awards.
- c. No current GSA Directly-Elected Officer is eligible to apply for GSA Recognition Awards.
- d. Members of the ASC who apply for the Government of Alberta Graduate Citizenship Award may not be involved in the adjudication of that award.
- e. Current GSA Directly-Elected Officers 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.
- f. In accordance with 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.

3. Mandate

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

³² Amended by GSA Council on 21 October 2013

4. Quorum
 - a. Quorum for ASC is:
 - i. The Chair.
 - ii. Four (4) other members of the Committee.

7. Labour Relations Committee³³

1. Composition
 - a. The Labour Relations Committee (LRC) is chaired by the Vice-President Labour.
 - b. The Vice-President External is a member of the LRC and will assume the duties of the Chair in the absence of the Vice-President Labour.
2. Mandate
 - a. The LRC will discuss issues of concern regarding graduate student assistantships.
 - b. The LRC will assist the Vice-President Labour on issues with graduate student assistantships as well as with the interpretation of the Collective Agreement(s).
 - c. The LRC, in consultation with the Negotiating Committee, will educate graduate students about the Collective Agreement.

8. Student Affairs Advisory Committee³⁴

1. Composition
 - a. The Student Affairs Advisory Committee (SAAC) is co-chaired by the Vice-President External and Vice-President Student Services.
2. Mandate
 - a. The SAAC shall act as a sounding board for a wide range of matters relating to student services and student life.

9. GSA Elections and Referenda Committee³⁵

1. Composition
 - a. The Chief Returning Officer (CRO) and Deputy Returning Officer (DRO) are non-voting members of the GSA Elections and Referenda Committee (GSA ERC).
 - b. The voting membership of the GSA ERC is:
 - i. The Chair of the GSA ERC: The GSA ERC will elect a Chair from amongst the eight (8) voting members of the GSA ERC. The Election of the Chair of the GSA ERC will normally occur at the beginning of the fall term and the person elected as Chair of the GSA ERC will be reported to GSA Council;
 - ii. The Vice-Chair of the GSA ERC: The GSA ERC shall elect a Vice-Chair from amongst the eight (8) voting members of the GSA ERC. The Election of the Vice-Chair of the GSA ERC will normally occur

³³ Passed by the Extraordinary General Meeting on January 11, 2010 (R20100111.5). Editorial revisions made by the GSA Governance Committee on August 22, 2016.

³⁴ Amended by GSA Council on June 27 and July 25, 2011 (R20110627.2 and R20110725.2).

³⁵ Amended by the Annual General Meeting on March 28, 2011 (R20110328.1) and GSA Council on October 21, 2013 and December 8, 2014.

- at the beginning of the fall term and the person elected as the Vice-Chair of the GSA ERC will be reported to GSA Council; and
 - iii. A total of eight (8) graduate student members, including at least one (1) Councillor, elected by GSA Council.
 - c. Meetings:
 - i. The ED or delegate is in regular attendance at GSA ERC meetings;
 - ii. The Vice-Chair of the GSA ERC shall assume the duties of the Chair in the absence of the Chair of the GSA ERC;
 - iii. In the absence of both the Chair and Vice-Chair of the GSA ERC, the GSA NoC will select an Interim Chair and Vice-Chair for the GSA ERC from amongst the members of the GSA ERC; and
 - iv. The ED and GSA Accountant have a standing invitation to attend any committee discussing financial matters.
- 2. Eligibility
 - a. All members of the GSA are eligible to serve on the GSA ERC unless they intend to run in the General Election or By-Election, intend to support a position in an upcoming referendum, or they have run in the previous General Election or By-Election or supported a position in the last referendum. If standing for election to the GSA ERC, GSA ERC candidates agree not to campaign for or endorse any individual running in the General Election or By-Election and not to campaign for or endorse any referendum campaign. GSA ERC members must also be neutral and impartial (eg having no immediate or vested interest in the outcome of GSA Elections and Referenda).
 - b. 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 General Election or By-Election, or endorse any referendum campaign they shall resign from the GSA ERC.
- 3. Mandate
 - a. The GSA ERC shall advise the CRO on all matters pertaining to elections, referenda, and by-elections, including but not limited to:
 - i. The approval of timelines for GSA Elections, By-Elections, and Referenda in accordance with GSA Elections and Referenda Bylaws and Policies;
 - ii. 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;
 - iii. Working with the CRO to prepare nomination and registration forms in accordance with GSA Elections and Referenda Bylaws and Policies;
 - iv. Consulting with the CRO, ED, and Financial Manager regarding the electronic software or applications used to run GSA Elections, By-Elections, and Referenda;

- v. Plan any GSA Election or By-Election forums for graduate students in consultation with the CRO;
 - vi. 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; and
 - vii. The GSA ERC Chair is responsible for reporting to GSA Council on all work related to GSA ERC meetings.
- b. At least one (1) month prior to the opening of nominations for the General Election, the GSA ERC shall meet to assist the CRO in the planning of election events.
 - c. The GSA ERC will review GSA Elections and Referenda Bylaws and Policies annually and make any recommendations to GSA Council through the GSA Board.
 - d. GSA ERC members are free to approach the GSA Board with any concerns about how elections or referenda are being managed.
 - e. 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 DEOs to carry out their duties effectively.
 - f. The GSA ERC will oversee the on-line posting of the video interview of candidates running in the General Election and will design questions to be asked of candidates.
 - g. "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" (GSA Policy, Standing Committees, Section 10.3.c).
4. Quorum
- a. Quorum for the GSA ERC is:
 - i. The Chair or Vice-Chair and three (3) voting members of the Committee. The Vice-Chair may count as one of the three (3) voting members as long as the Chair is also present.

10. Nominating Committee³⁶

- 1. Composition
 - a. The President, or designate, shall chair the GSA Nominating Committee (GSA NoC).

³⁶ Approved by GSA Council on December 13, 2010 (R20101213.2) and December 8, 2014.

- b. GSA Council may elect up to three (3) members of GSA Council to the GSA NoC, normally the three (3) members appointed by GSA Council to the GSA Board.
 - c. The GSA President shall appoint an Administrative Chair from amongst the three (3) members elected by GSA Council, or may put forward an additional graduate student to GSA Council for election as Administrative Chair.
 - d. The ED or designate shall be a member of the GSA NoC.
2. Eligibility
- a. All members of the GSA Council are eligible to serve on the GSA NoC unless they intend to run in the General Election or By-Election, intend to support a position in an upcoming referendum, or they have run in the previous General Election or By-Election or supported a position in the last referendum. If standing for election to the GSA NoC, GSA NoC candidates agree not to campaign for or endorse any individual running in the General Election or By-Election, and not to campaign for or endorse any referendum campaign.
 - b. 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 General Election or By-Election, or endorse any referendum campaign they shall resign from the GSA NoC.
3. Mandate
- a. The GSA NoC is responsible for the selection and replenishment of graduate student representatives to councils, committees, and bodies requiring such representation other than *ex officio* representation by the President, Vice-Presidents, or Directly-Elected Officers.
 - b. The GSA NoC leads an annual initiative each October called the Early Call for Talent and Training. During this “Early Call” any graduate student interested in running for elected office is invited to a get-to-know dinner and is 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 President’s and Vice-Presidents’ 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 its corporation and for the carrying out of its fiduciary duties.
 - c. 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.
 - d. The business of the GSA NoC shall be conducted according to the GSA Nominating Policy.

4. Meetings
 - a. Notwithstanding GSA Policy, Standing Committees, Section 1.1, “Unless otherwise specified, quorum of Standing Committees will be four (4) members of that committee”, quorum for an in-person meeting of the GSA NoC is the Chair (or Administrative Chair) and two (2) additional members.
 - i. Under urgent circumstances, in the absence of two (2) members (eg by means of illness, field trips, etc), quorum shall be the Chair (or Administrative Chair) and one (1) other member.
 - b. Notwithstanding 4.a, any two (2) members of the GSA NoC may agree on a candidate to fill a vacant position for which the GSA’s rules and regulations are otherwise silent.
 - c. Notwithstanding any requirement to the contrary, the GSA NoC has no requirement to meet on a regular basis. Instead, most business shall normally be conducted by phone or e-mail.

11. GSA Appeals and Complaints Board³⁷ (see GSA Policy, GSA Appeals and Complaints Board, below)

³⁷ Amended by GSA Council on March 14, 2011 (R20110214.3 and R20110314.1) and October 21, 2013. Section moved to GSA Policy from GSA Bylaws, Standing Committees, on April 8, 2013. GSA Judicial Committee replaced by the GSA Appeals and Complaints Board on July 20, 2015.

GSA Appeals and Complaints Board³⁸

Purpose: To outline the jurisdiction and the policies governing the GSA Appeals and Complaints Board.

Scope: 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.

Related Policies & Bylaws	<p>GSA Bylaw, Part III, Council GSA Bylaw, Part IV, Officers GSA Bylaw, Part V, Standing Committees GSA Bylaw, Part VII, Elections GSA Bylaw, Part VIII, Referenda GSA Policy, Performance and Conduct, Conflict of Interest, and Conflict of Commitment GSA Policy, Elections GSA Policy, Referenda GSA Policy, Responsibilities and Attendance of GSA Committee Members, and Representative on University Governing Bodies and Committees GSA Policy, Standing Committees, GSA Appeals and Complaints Board</p>
Related Forms	<p>Nomination forms, which are part of Elections Policy Registration forms, which are part of Referenda Policy</p>

1. Jurisdiction

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 as allowed by Section 94(3) of the *Post-Secondary Learning Act*.
2. The GSA ACB hears and decides on the following matters through Hearing Committees:
 - a. Complaints about the performance or conduct of GSA Officers or about conflict of interest or commitment relating to GSA Officers (see GSA Policy, Performance and Conduct, Conflict of Interest, and Conflict of Commitment and GSA Committee Members, and Representative on University Governing Bodies and Committees).
 - b. Appeals of decisions of the CRO.

³⁸ Approved by GSA Council on July 20, 2015.

2. Definitions

1. "GSA ACB Hearing Committee Chair" means the Chair of the GSA ACB Hearing Committee.
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.
3. "Deemed Delivered" means that an email is deemed to have been delivered twenty-four (24) hours from the time it was sent.
4. "ED" means the Executive Director of the GSA or a delegate with training and/or experience in procedural fairness.
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 10.1.c, below).
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.
7. "Working Day" means a day that the GSA office is open.

3. Composition, Chair, Terms of Office, Quorum, and Reporting of the GSA Appeals and Complaints Board

1. The voting membership of the GSA ACB is:
 - a. Eight (8) graduate students elected by GSA Council; and
 - b. Four (4) Departmental Councillors, alternates, or recent former Departmental Councillors, elected by GSA Council.
2. Members must come from a broad range of departments and may stand for re-election.
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.
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.
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.
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.
7. The GSA ACB Chair will report to GSA Council monthly as needed.

4. Composition of GSA ACB Hearing Committees

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, 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.

2. The ED will select a reserve member(s) from the list of members.

5. Nomination of the GSA ACB Members

1. In forwarding nominees to GSA Council, the GSA NoC will follow its terms of reference as set out in GSA Policy, Nominating; however, the GSA NoC shall take whatever action is necessary, including direct appointments to the GSA ACB, or appointments of former members of the GSA ACB, to ensure a full complement of twelve (12) members.
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.
3. Members of the GSA ACB must have no intention to run in the General Election or By-Election and no intention to support a position in an upcoming referendum. Members must also not have run in the previous General Election or By-Election, and not have supported a position in the last referendum. If standing for election to the GSA ACB, GSA ACB candidates agree not to campaign for or endorse any individual running in the General Election or By-Election and not to campaign for or endorse any referendum campaign. A GSA ACB member will resign if they intend to run in a GSA General Election or By-Election, campaign in an upcoming referendum, campaign for or endorse any individual running in the General Election or By-Election, or endorse any referendum campaign.
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.
5. The President, Vice-Presidents, other Elected Officers, Councillors-at-Large, and GSA Elections and Referenda Committee members may not serve on the GSA ACB.

6. Support and Training

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.
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.
3. The ED will provide for training of members in procedural fairness.

7. Alleged Criminal Action and Alleged Breach of the Code of Student Behaviour

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.

8. Information Provided Anonymously

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.

9. Informal Resolution

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.

10. COMPLAINTS ABOUT THE PERFORMANCE OR CONDUCT OF GSA OFFICERS, INCLUDING COMPLAINTS ABOUT CONFLICT OF INTEREST OR COMMITMENT

1. Receipt of Complaints and Setting the Hearing Date(s)
 - a. Complaints about a GSA Officer(s) shall be directed to the GSA ACB Chair and copied to the ED.
 - b. Complaints may be made by any person(s).
 - c. Complaints about the performance or conduct of GSA Officer(s) or about conflict of interest or commitment relating to GSA Officer(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.
 - d. Upon receipt of a Complaint, the GSA ACB Chair shall confer with the ED, who shall seek legal advice if necessary.
 - 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.
 - 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.
 - g. If the Chair proceeds with the Complaint, a hearing date(s) will be set.
2. Response
 - a. The GSA ACB Chair shall send the Complaint to the GSA Officer(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.
 - 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.

- c. Responses shall be directed to the GSA ACB Chair and copied to the ED.
 - 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.
- 3. Challenge of GSA ACB Members for Reason of Bias
 - 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 shall be provided.
 - 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.
- 4. Procedural Questions
 - 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.
- 5. Striking a GSA ACB Hearing Committee to Hear a Complaint
 - a. The GSA ACB Chair will ask the ED to strike a five (5)-person GSA ACB Hearing Committee as follows:
 - 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.
 - ii. The other four (4) members of the GSA ACB Hearing Committee shall be selected taking into account service and availability, from the list of GSA ACB members (see Section 4.1, Composition of GSA ACB Hearing Committees, above).
 - iii. The GSA ACB Chair may serve on the GSA ACB Hearing Committee as Chair or as a member.
 - iv. Depending on availability of members, the date(s) and time(s) of the hearing may be changed.
 - 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.
- 6. GSA ACB Hearing Process
 - 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.
 - 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.

- 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.
 - d. Subject to privacy legislation, all documents related to a hearing shall be made available to the GSA ACB Hearing Committee, the ED, the parties, their Advisors, and reserve members.
 - e. Hearings are closed.
 - f. The ED may attend the hearing at the invitation of the Chair of the GSA ACB Hearing Committee.
 - g. After the Complainant and Respondent have been heard, the GSA ACB Hearing Committee Chair shall adjourn and the Complainant and Respondent (and/or Advisors) shall leave the hearing room.
 - h. The Complaint shall be judged on a balance of probabilities.
 - i. The GSA ACB Hearing Committee shall reach decisions by majority vote. No member may abstain.
7. Written Decision
- a. At the hearing's conclusion, the GSA ACB Hearing Committee Chair shall draft a written decision, to be reviewed by GSA ACB Hearing Committee members and the ED.
 - b. The decision, signed by the GSA ACB Hearing Committee Chair, shall 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.
8. Powers of a GSA ACB Hearing Committee Concerning GSA Officer(s)
- 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.
 - b. The GSA ACB Hearing Committee may dismiss the Complaint.
 - c. If the Complaint is upheld, the GSA ACB Hearing Committee may issue a letter of warning to the GSA Officer(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), 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.
 - d. The GSA ACB Hearing Committee may remove the GSA Officer(s) from office.
 - e. All decisions are final and binding.
 - f. The GSA ACB Chair shall attend GSA Council and report briefly, in closed session, on Complaints concerning GSA Officer(s) that have been heard and decided.

11. APPEALS OF A CRO DECISION

- 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.

2. Receipt of Appeals of a CRO Decision
 - a. Written appeals of a CRO decision shall be directed to the GSA ACB Chair and copied to the ED.
 - 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.
 - 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.
 - 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.
 - 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.
 - 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.
3. Challenge of GSA ACB Members for Reason of Bias
 - 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.
 - 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.
4. Striking a GSA ACB Hearing Committee to Consider an Appeal of a CRO Decision
 - 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:
 - 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.
 - ii. The other two (2) members of the GSA ACB Hearing Committee shall be selected taking into account service and availability, from the list of GSA ACB members (see Section 4.1, Composition of GSA ACB Hearing Committees, above).
 - iii. The GSA ACB Chair may serve on the GSA ACB Hearing Committee as Chair or as a member.
 - iv. Depending on availability of members, the date(s) and time(s) of the hearing may be changed.

- 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.
5. GSA ACB Hearing Process
- 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 GSA Policy, Officer Portfolios, Section 8.5.e.vi, for a definition of “Written Record”.
 - b. The GSA ACB Hearing Committee will meet to consider the matter based on the Written Record and the Appeal.
 - c. Subject to privacy legislation, all documents related to a hearing shall be made available to the GSA ACB Hearing Committee, the ED, the parties, and reserve members.
 - d. Hearings are closed.
 - e. The ED may attend the hearing at the invitation of the Chair of the GSA ACB Hearing Committee.
 - f. The Appeal shall be judged on a balance of probabilities.
 - g. The GSA ACB Hearing Committee shall reach decisions by majority vote. No member may abstain.
6. Written Decision
- a. At the conclusion of the hearing, the GSA ACB Hearing Committee Chair shall draft a written decision which shall be reviewed by the GSA ACB Hearing Committee members and the ED.
 - b. The decision, signed by the Chair of the GSA ACB Hearing Committee, shall be immediately sent to the Appellant and the CRO via email.
7. Powers of a GSA ACB Hearing Committee Concerning Appeals of a CRO Decision
- 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” (GSA Bylaw, Part VII, Elections, Section 1.1, and GSA Bylaw, Part VIII, Referenda, Section 1.1).
 - b. GSA ACB Hearing Committee decisions are final and binding.
 - c. The GSA ACB Chair will ensure that, subject to privacy legislation, decisions on appeals of CRO decisions are posted on the GSA website.
 - d. The GSA ACB Chair shall attend GSA Council and report briefly on appeals of CRO decisions that have been heard and decided.

Caucuses³⁹

Purpose: To outline policies related to participation in caucuses.

Scope: This policy sets out the composition, mandate, Chair's responsibilities for GFC Caucus and FGSR Council Caucus.

Related Policies & Bylaws	GSA Bylaws, Part VI, Caucuses
Related Forms	

1. General Faculties Council Caucus⁴⁰

1. Composition
 - a. The GFC caucus is chaired by the Vice-President Academic.
 - b. The President is a member of the GFC Caucus.
 - c. All students appointed to GFC are members of the GFC Caucus.
2. Mandate
 - a. The GFC Caucus is a forum to coordinate graduate student representation in the GFC meeting.
3. Chair
 - a. The Chair of the GFC Caucus is responsible for
 - i. Setting a time and location at the beginning of each semester for the regular meetings of the caucus.
 - ii. Preparing the agenda for each caucus meeting.

2. Faculty of Graduate Studies and Research Council Caucus⁴¹

1. Composition
 - a. The FGSR Council Caucus is chaired by the Vice-President Academic.
 - b. The President is a member of the FGSR Council Caucus.
 - c. The Vice-President Labour is a member of the FGSR Council Caucus.
 - d. All students appointed to FGSR Council are members of the FGSR Caucus.
2. Mandate
 - a. The FGSR Council Caucus is a forum to coordinate graduate student representation in the FGSR Council meeting.
3. Chair
 - a. The Chair of the FGSR Council Caucus is responsible for

³⁹ Section moved to GSA Policy from GSA Bylaw, Caucuses, on April 8, 2013 and editorial revisions made by the Governance Committee on January 23, 2014 (Chair and Vice-Chair under delegated authority from the GSA Governance Committee).

⁴⁰ Passed by the Annual General Meeting on March 22, 2010 (R20100322.5).

⁴¹ Passed by the Annual General Meeting on March 22, 2010 (R20100322.5).

- i. Recruiting and recommending suitable graduate students for Council appointment to FGSR Council.
- ii. Setting a time and location at the beginning of each semester for the regular meetings of the caucus.
- iii. Preparing the agenda for each caucus meeting.

Responsibilities and Attendance of GSA Committee Members, and Representatives on University Governing Bodies and Committees⁴²

Purpose: To outline policies and procedures related to responsibilities and attendance of GSA committee members and representatives on University governing bodies and committees.

Scope: This policy governs the responsibilities and attendance of GSA committee members and representatives on University committees.

Related Policies & Bylaws	GSA Policy, Performance and Conduct, Conflict of Interest, and Conflict of Commitment GSA Policy, Officer Portfolios
Related Forms	

1. Responsibilities and Attendance of GSA Committee Members⁴³

1. All GSA committee members shall 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.
2. All GSA committee members are expected to attend all meetings. If a GSA committee member cannot attend a meeting, they shall 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.
3. All GSA committee members may be requested to sign and abide by confidentiality agreements regarding the information provided or matters discussed at the committee's meetings.

2. Responsibilities and Attendance of Representatives on University Governing Bodies and Committees⁴⁴

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 (Sections 2.7 – 2.9).
2. Representatives on University governing bodies and committees are expected to attend all meetings. If they cannot attend a meeting, they shall provide an advance written reason to the Chair.

⁴² Section moved to GSA Policy from GSA Bylaw, Conduct of Representatives by GSA Council on April 8, 2013.

⁴³ Amended by GSA Council on September 10 and October 15, 2007 (R20070910.3 and R20071015.2) and on May 25, 2015.

⁴⁴ Amended by GSA Council on February 14 and March 14, 2011 (R20110214.3 and R20110314.1) and on May 25, 2015.

3. Representatives on University governing bodies and committees are expected to inform the GSA Board of important matters or matters requiring urgent consideration.
4. Representatives on University governing bodies and committees uphold the wishes of their committees on all privileged or confidential information.
5. Representatives on University governing bodies and committees may be asked to submit a written report to the GSA Board or GSA Council.
6. Recall of appointment
 - 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 2.7 – 2.9).
 - 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 2.7 – 2.9).
7. Board of Governors
 - a. GSA Policy states that the President is the statutory member on the Board of Governors (BoG) (GSA Policy, Officer Portfolios). The President represents any official position or policy of the GSA Board or GSA Council.
 - b. The President also serves on up to three (3) BoG committees.
 - 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 shall provide an advance written reason to the Chair.
8. General Faculties Council
 - a. 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).
 - 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 shall provide an advance written reason to the Chair.
9. Senate
 - 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.
 - b. The Senator shall represent, as needed, any official position or policy of the GSA Board or GSA Council.

GSA Health and Dental Plan and GSA Health and Dental Plan Reserve Fund⁴⁵

Purpose: To outline policies related to the GSA Health and Dental Plan and the GSA Health and Dental Plan Reserve Fund.

Scope: This policy outlines the administration of the GSA Health and Dental Plan and the GSA Health and Dental Plan Reserve Fund.

Related Policies & Bylaws	GSA Bylaws, Part IX, Finances, Section 3, Health and Dental Plan Reserve Fund GSA Bylaws, Part XI, GSA Health and Dental Plan GSA Policy, Standing Committees, Section 4, Budget and Finance Committee
Related Forms	

1. Plan Availability

1. The Plan is available to members included in Part II, Members, Section 1, of GSA Bylaw who are members as of September and January of each year that the Plan is in effect and to their spouses and dependents.

2. Implementation Dates

1. The GSA shall implement the Plan effective September 1 and January 1 of each year, in accordance with GSA Bylaw.

3. Fees

1. In this Policy, “Fee(s)” shall 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 GSA Policy, GSA Health and Dental Plan and GSA Health and Dental Plan Reserve Fund, Section 8, Health and Dental Plan Reserve Fund).
2. Fees shall be collected through the University’s regular student fee payment mechanism in September and January of each year that the Plan is in effect.
3. Fees shall be non-refundable except where a graduate student qualifies to opt-out of the Plan (see GSA Policy, GSA Health and Dental Plan and GSA Health and Dental Plan Reserve Fund, Section 4, Opt-out Provisions).

⁴⁵ Amended by GSA Council on June 13, 2005, July 11, 2005 (R20050613.1 and R20050711.1), September 11, 2006, October 16, 2006 (R20060814.3 and R20061016.1), June 27, 2011, July 25, 2011 (R20110627.2 and R20110725.2), October 20, 2014, and November 17, 2014. Amended by the Annual General Meeting on March 28, 2011 (R20110328.1). Section moved to GSA Policy from GSA Bylaw, Finances, and GSA Health and Dental Plan on November 17, 2014. Editorial revisions made by the GSA Governance Committee on March 27, 2015 (Chair and Vice-Chair under delegated authority from the GSA Governance Committee).

4. Opt-out Provisions

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.

5. Opt-in Provisions

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

6. Oversight by GSA Board

1. The GSA Board 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 GSA Policy, Standing Committees, Section 2, GSA Board, 2.2.c).

7. Increases in Fees

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

8. GSA Health and Dental Plan Reserve Fund

1. Administration of the GSA Health and Dental Plan Reserve Fund (HDPRF)
 - a. To ensure prudent financial management the GSA Board and GSA Budget and Finance Committee (GSA BFC) shall regularly review the HDPRF in conjunction with review of the GSA's Budget and Expenditure (Quarterly) Reports;
 - b. All surpluses from the GSA Health and Dental Plan fees must be transferred into the HDPRF at the end of the fiscal year;
 - c. The HDPRF is restricted funding and shall be kept separate from the GSA operating budget;
 - d. Any interest earned by the HDPRF shall be returned to the HDPRF; and
 - e. The HDPRF shall 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 GSA Board and the GSA BFC.
2. Access to the HDPRF
 - a. A draw down of the HDPRF can only be proposed once the total fees collected are less than the cost of the Plan;
 - b. The HDPRF may not be overdrawn;

- c. To draw down the HDPRF, the GSA Board 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 GSA Policy, Standing Committees, Section 4, Budget and Finance Committee, 4.2.g) and a rolling plan regarding the HDPRF:
 - i. If the GSA BFC finds that the proposal is financially sound, it shall present the proposal and the financial implications to GSA Council for approval (quoted in GSA Policy, Standing Committees, Section 4, GSA Budget and Finance Committee, 4.2.g.i); and
 - ii. If the GSA BFC finds that the proposal is financially unsound, it will report its findings to the GSA Board for reconsideration (quoted in GSA Policy, Standing Committees, Section 4, GSA Budget and Finance Committee, 4.2.g.ii).
- d. GSA Council must approve any proposals prior to use of HDPRF funds.

GSA Council Attendance⁴⁶

Purpose: To outline policies and procedures related to GSA Council attendance.

Scope: This policy governs attendance at GSA Council.

Related Policies & Bylaws	GSA Bylaws, Part III, GSA Council, Section 4, Attendance
Related Forms	

1. Attendance

1. Directly-Elected Officers

- a. Directly-Elected Officers (DEOs) are expected to attend all GSA Council meetings and do not have alternates.
- b. If a Vice-President (VP) cannot attend a meeting, they shall 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. If the President cannot attend a meeting, they shall 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.

2. Council-Elected Officers

- a. The Speaker, Chief Returning Officer (CRO), and Senator are expected to attend all GSA Council meetings.
- b. If the Speaker cannot attend a meeting, they shall 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. If the CRO cannot attend a meeting, they shall 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.

⁴⁶ Approved by GSA Council on May 25, 2015 and amended on July 20, 2015.

- d. If the Deputy Speaker or DRO cannot attend a meeting, they shall 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.
- e. If the Senator cannot attend a meeting, they shall 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.

3. Departmental Councillors

- 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...” (GSA Bylaw, Part III, GSA Council, Section 2.2.3.2). If both the Departmental Councillor and the alternate cannot attend a meeting, they shall 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 GSA Bylaw, Part III, GSA Council, Section 2.2.1).

4. Councillors-at-Large

- a. Councillors-at-Large (CALs) are expected to attend all GSA Council meetings. CALs do not have alternates. If a CAL cannot attend a meeting, they shall 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 to be taken.

Performance and Conduct, Conflict of Interest, and Conflict of Commitment⁴⁷

Purpose: This policy governs GSA Officers and GSA members holding elected office.

Scope: 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.

Related Policies & Bylaws	GSA Policy, Officer Portfolios GSA Policy, Responsibilities and Attendance of GSA Committee Members, and Representatives on University Governing Bodies and Committees GSA Policy, GSA Council Attendance GSA Policy, GSA Appeals and Complaints Board
Related Forms	

1. Performance and Conduct of GSA Officers

1. The GSA expects GSA Officers 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.
2. GSA Officers 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 GSA Policy, GSA Appeals and Complaints Board).

2. Conflict of Interest

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.
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.
3. Avoiding Conflicts of Interest
 - 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.
 - b. Where prior disclosure is impossible, disclosure must be made as soon as possible after commencement of the activity.

⁴⁷ Approved by GSA Council on April 14, 2008 and amended on March 14, 2011. Section moved to GSA Policy from GSA Bylaw, Conduct of Representatives, on September 21, 2015.

3. Conflict of Commitment

1. No graduate student holding elected office shall have time commitments that prevent them from carrying out the stated duties of their positions

Revision Dates

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

October 23, 2014 (note 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)

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

November 17, 2014

December 8, 2014

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

January 15, 2015 (editorial changes – Governance Committee, Chair and Vice-Chair under delegated authority from the GSA Governance Committee)

January 16, 2015 (editorial changes – Governance Committee)

January 21, 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)

February 24, 2015 (editorial changes – Governance Committee, Chair and Vice-Chair under delegated authority from the GSA Governance Committee)

February 27, 2015 (editorial changes – Governance Committee)

March 27, 2015 (editorial changes – Governance Committee, Chair and Vice-Chair under delegated authority from the GSA Governance Committee)

March 30, 2015 (editorial changes – Governance Committee, Chair and Vice-Chair under delegated authority from the GSA Governance Committee)

May 25, 2015

May 28, 2015 (editorial changes – Governance Committee)

July 20, 2015

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

August 10, 2015 (editorial changes – Governance Committee, Chair and Vice-Chair under delegated authority from the GSA Governance Committee)

September 21, 2015

November 23, 2015

January 18, 2016

February 22, 2016

July 18, 2016

August 22, 2016 (editorial changes – Governance Committee)