

THE BYLAWS OF THE UNIVERSITY OF MANITOBA GRADUATE STUDENTS' ASSOCIATION

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ARTICLE I — DEFINITIONS

1. In this document and all other documents of the Association unless the context otherwise specifies or requires:
 - a. 'by-law' means any by-law of the Association in force and effect;
 - b. 'Council' means the Council of the Association; unless otherwise specified
 - c. 'Member' means a member of the Association, pursuant to Article 3.1 of these by-laws;
 - d. 'Executive' means any member of the Association's executive team;
 - e. 'University' means the University of Manitoba;
 - f. the singular shall be used to include the plural and vice versa, the feminine shall include the masculine and the neuter.

ARTICLE II — NAME, DESCRIPTIONS, AIMS AND OBJECTIVES

1. The Association shall be known as the University of Manitoba Graduate Students' Association (GSA) and shall hereinafter be referred to as the Association.
2. The Association recognizes that its members within the field of health sciences, primarily located at Bannatyne Campus and St. Boniface Research Centre, constitute the body known as the "Health Sciences Graduate Students' Association" (HSGSA). This includes, but is not limited to, graduate students in Dentistry, Medicine, Medical Rehabilitation, Pharmacy, and a subset of students within the department of Physics. The HSGSA operates as a part of the Association, representing and fulfilling the needs of its constituent members. For a full list of departments in the HSGSA please refer to the "Council Policy Manual".
3. The Association shall promote the interests of graduate students as a whole and shall act as a platform for educational, cultural, and social activities.
4. The Association shall represent the interests of graduate students to the University authorities, government and other organizations on and off campus.
5. The Association shall endeavor to work with other student unions and coalition partners to promote the interests of graduate students to the University authorities, government and other organizations on and off campus.

ARTICLE III — MEMBERSHIP

1. Membership of the Association
 - a. The following shall be members of the Association:
 - i. All students registered in the Faculty of Graduate Studies.
 - b. Membership fees shall be set at a General Meeting of the Association or through referendum. Any alterations to membership fees are applicable to the following academic year, unless otherwise specified.

c. Each member enrolled in a department which offers a graduate program shall be entitled to one vote in the election for their departmental representative to Council.

i. Departmental representatives from departments which operate on the Health Science Campus shall sit on both the HSGSA and GSA Councils.

d. Each member enrolled in a department which offers a graduate program shall be entitled to one vote in the election of Executive members of the Association during general and by-elections.

e. Each member of the Association shall be entitled to one vote at General Meetings of the Association.

f. Membership in the Association shall be terminated automatically when a member ceases to qualify for membership (See 3.1.a).

2. Membership of Council

a. Each council member has one vote at the council meeting.

b. Each department which offers a graduate program shall be entitled to send a representative member to Council.

c. The representative must be chosen democratically by the membership of the applicable department, on a regular term determined by the departmental membership.

d. Membership shall be suspended if the councilor has three consecutive absences from Council meetings, without submitting regrets or a proxy. The Executive shall make all reasonable efforts to inform the departmental organization of the suspension, and that the department has the right to appoint a councilor to the position.

e. Membership of Council shall be terminated automatically when a member's term has expired. A member can return to Council if she is again chosen democratically by her department.

3. Membership of Executive

a. Members of the Executive are:

i. President

ii. Vice-President (Academic)

iii. Vice-President (Internal)

iv. Vice-President (External)

v. Senators (the number of Senators shall be determined according to the Bylaws of Senate)

vi. Executive at Large

vii. President of the Health Sciences Graduate Students' Association (HSGSA), serving as the ex-officio Vice-President (Health Sciences).

b. Members of the Executive are chosen by annual General Election. Vacant positions are to be filled according to the elections policy and procedure manual.

c. Any member of the Association who is in good standing may run for any of the Executive positions, except the position of Vice-President (Health Sciences), which can be filled by the membership of the HSGSA only.

d. Members of the HSGSA Executive are chosen by annual General Election by the membership of the HSGSA.

e. Membership of the HSGSA Executive are:

- i. President
- ii. Vice President Internal
- iii. Vice-President External
- iv. Vice-President Academic
- v. Vice-President St. Boniface

f An executive who graduates in her term is allowed to remain in her position till the end of the term providing she fulfills her duties specified in the elections policy and procedure manual.

g Membership of the Executive shall be terminated in the following cases:

- i. conviction of an indictable offence
- ii. abuse or misappropriation of finances, resources or private information belonging to the Association
- ii. misrepresentation of the Association in legal or public matters
- iv. expulsion from her program or the University

h Executives may be impeached for the following:

- i. gross negligence
- ii. abuse of a fellow Executive, Council member or other individual which compromises the Executive's ability to perform their role

i Impeachment of an Executive's position should only be undertaken in circumstances when all other means of mediation are exhausted. These means include, but are not limited to:

- i. initial face to face dialogue between conflicting parties; and if it does not work
- ii. introduction of the conflict to GSA council for debate and dialogue on the way forward which may be;
- iii. mediation efforts from executives mandated to do so by the GSA council
- iv. formation of a commission for a fact-finding mission

j An executive may only be impeached by the student body which elected her; five students, who are not members of either campus' Association's Executive, must provide in writing their grievances and clear documentation of the steps taken to resolve the conflict. All information must be supplied to the Internal Review and Development Committee, who will hold all materials in confidence until a decision is reached. IDR may recommend further mediation, or submit materials to Council for consideration. Once the matter is presented to Council, all materials must be made public. Council may then decide to either consider the impeachment, or pursue further means of mediation.

ARTICLE IV — ELECTIONS

1. Elections, and all members participating in the election process, must follow the guidelines laid out in the "Elections Policy and Procedure Manual."

- a. The most recent copy “Elections Policy and Procedure Manual” must be available to all members of the Association at all times.
 - b. Any revisions to the Manual must be made available within one week of the change.
 - c. No revisions may be made during an election period.
2. Referenda must follow the same guidelines as General Elections, with each side of the question acting as a candidate.
- a. All advertising, spending and campaigning rules in place for the Election or By-Election process apply to all referenda held by the Association.

ARTICLE V — EXECUTIVE AND COUNCIL RESPONSIBILITIES

1. Duties of the Executive

- a. The GSA Executive shall:
 - i. be responsible to the Council for the day-to-day workings and emergency decisions required for the Association.
 - ii. represent the Association both internally and externally, following Association policy on all matters.
 - iii. report to the Council decisions and activities that effect the general operational policies of the Association.
 - iv. prepare the annual budget for the Association, which must be presented in the May meeting of Council for approval.
 - v. respect the fiscal constraints of the budget as approved by Council.
 - vi. be responsible for an effective year-end transition process.
 - vii. post regular office hours, and provide and clearly post contact information for all members of the Executive.
 - viii. submit an annual report by March 20, for review at the April meeting of Council.
- a. The HSGSA Executive shall:
 - i. be responsible to the HSGSA Council for the day-to-day workings and emergency decisions required for the HSGSA.
 - ii. represent the Association both internally and externally, following Association policy on all matters.
 - iii. report to the Council decisions and activities that effect the general operational policies of the Association.
 - iv. prepare the annual budget for the Association, which must be presented in the May meeting of Council for approval.
 - v. respect the fiscal constraints of the budget as approved by Council.
 - vi. be responsible for an effective year-end transition process.
 - vii. post regular office hours, and provide and clearly post contact information for all members of the Executive.
 - viii. submit an annual report by March 20, for review at the April meeting of Council.

c. Specific duties of each of the Executive Members is provided in the “Elections Policy and Procedure Manual” and the “Executive Procedure Manual”. In the case of any discrepancy between the documents, the “Elections Policy and Procedure Manual” shall be the authoritative document.

2. Duties and Operations of Council

a. Composition and Role of Council

i. The Council of the Association shall consist of the Executive and one member from each department of the University wherein qualified members are enrolled, as well as non-voting members as specified in the Council Policy and Procedure Manual.

ii. Council shall have authority to determine the policy and practices of the Association, as well as to approve or disallow:

- a. the annual budget of the Association;
- b. all grants made by the Association;
- c. all donations made by the Association in excess of \$250.00 for a single recipient;
- d. the election of members of the Executive Committee;
- e. awards given by the Association;
- f. the Chairperson of every standing or ad hoc committee established by the Association;
- g. appointment of any representative of the Association on any other board, committee or organization, internal or external.

b. Each councilor of the Association shall:

- i. represent the interests of graduate students in her department in Council and committee meetings of the Association.
- ii. report to the graduate students of her department on the proceedings of Council and committees of the Association.
- iii. select a graduate student from her department to act as proxy to represent her constituents at Council when she is unable to attend.
- iv. serve on at least one committee of the Association, or provide an alternate from her department.
- v. report to the Vice-President (Internal) of the Association on her department’s activities and expenditures for which the department has received a departmental grant.
- vi. conduct an election for an incoming departmental representative to Council upon completion of her term of office, or find an alternate to do so.
- vii. submit an annual report by March 20 for departmental grants.

c. Meetings

i. Regular Meetings: will take place once a month at a location designated by the president and agreed upon by Council. Meetings in June, July and December are not required, but may be called at the discretion of the Executive. Due notice of the meeting must be provided two weeks in advance prior to the meeting. Meeting documents must be sent to the council no longer than one week.

ii. Special Meetings and Notice: a meeting of the Council above the scheduled meetings may be called by any 5 voting council members at any time. Notice and purpose of any meeting shall be served in writing online and in print in a forum available to all members of Council not less than 14 days before the meeting is to take place.

iii. Motions: All motions to amend the policies and procedures manuals, the practices or the finances of the Association must be provided in writing with all supporting documents no less than 7 days prior to the meeting. Motions not requiring a change of policy or finances, such as the motion to refer to committee, or provide a letter of support for a cause, may come from the floor.

Any Reports to Council, including Executive Reports or applications for donations and grants, must be circulated to Council no less than 7 days prior to the meeting.

iv. Quorum: A minimum of 50% of the councilors and 50% of the Executive shall form a quorum for the transaction of business. Provided their meeting has been properly called, a quorum may exercise all the powers of the Council. In the absence of a quorum, no business shall be transacted at a meeting of councilors, except the adjournment of the meeting to a new date of which notice shall be given to all members of the Council following the two weeks rule.

v. Voting: Questions arising at any meeting of the Council or of the Executive Committee shall be decided by a majority of votes. Motions requiring a two-thirds majority are specified in the "Council Policy and Procedure Manual."

vi. Each represented department and each member of the Executive shall be entitled to one vote at Council meetings.

vii. Proxies: Each councilor must notify the chair at least 24 hours prior to the meeting if they are not attending or sending a proxy. The chair must receive written notice of any proxy prior to the Council meeting, as either a signed proxy form or a letter of proxy from an email address registered at the GSA office. The deadline for sending a proxy via email is at least 3 hours prior to the scheduled start time and the written proxy form must be received by the chair before the meeting is called to order. Written absentee votes will be accepted in special circumstances detailed in the "Council Policy and Procedure Manual."

viii. Resolution in lieu of meeting: A resolution in writing signed by all the councilors entitled to vote on that resolution at a meeting of the Council or of the Executive Committee is as valid as if it had been passed at a properly constituted meeting and is effective from the date specified in the resolution, but that date shall not be prior to the date on which the first councilor signed the resolution. Email votes, mediated by the Chair, are also valid if ratified at the next Council meeting.

ARTICLE VI — COMITTEES

1. Committees of the Association are categorized as either Standing or Ad-Hoc.
 - a. The Standing Committees of the GSA are:
 - i. Executive
 - ii. Bylaws and policy
 - iii. Finance
 - iv. Internal Development and Review (IDR)
 - v. Awards
 - vi. Office
 - vii. Campaigns
 - viii. Elections
 - b. The Standing Committees of the HSGSA are:
 - i. Executive
 - ii. Bylaws
 - iii. Finance
 - iv. Internal Development and Review (IDR)
 - v. Mentorship Award
 - vi. Research Days
 - vii. Elections
2. All standing committees must be filled before Ad-Hoc committees can be formed.
3. All Committees' composition, meeting requirements and goals are outlined in the "Committee Policy and Procedure Manual."

ARTICLE VII — FINANCES

1. The per-annum salary amounts of Association Executive Members shall be as follows:
 - a. President \$12,000.00 (*Upon approval of the AGM*)
 - b. Vice-President (Internal) \$8,400.00
 - c. Vice-President (External) \$8,400.00
 - d. Vice President (Academic) \$8,400.00
 - f. Senators \$3,600.00 each
 - g. Executive-At-Large \$6,000.00
2. HSGSA Honoraria shall be paid through the Association in the following amounts:
 - a. President \$8,400.00
 - b. Vice-President (Internal) \$3,600
 - c. Vice President (External) \$3,600
 - d. Vice President (St. Boniface) \$3,600
 - e. Vice President (Academic) \$3,600
3. Amounts shall be paid in 12 equal monthly installments for all GSA and HSGSA Executive members who are paid on a per-annum basis.

4. Payment of honoraria is subject to payment of CPP and EI to the Canada Customs and Revenue Agency (CCRA) in accordance with CCRA regulations. T4 statements will be issued to each Executive member in accordance with CCRA regulations.

5. All honoraria cheques shall be issued by the Fort Garry GSA office.

6. Amounts of Executive honoraria may only be changed by a decision of a 2/3 majority at a General Meeting prior to May 1, and such changes shall not take effect until May 1. If determination in accordance with here-present Bylaw does not take place, the amount of salary paid in the previous year shall be considered the Executive salary.

7. The HSGSA shall receive a disbursement from the Association to be allocated in the annual budget equal to 16% of all Association student fees (The number of HSGSA students (H) registered within the semester multiplied by the student fees collected from HSGSA members (F) multiplied by 16% [(H) x (F) x 0.16]) that are paid by members of the HSGSA for day-to-day operations. The allocation will be distributed in two equal payments annually during the second and fourth quarter of each year. The allocation amount will be reviewed annually by the GSA/HSGSA joint By-laws Committee no later than one month prior to the January GSA and HSGSA AGMs.

ARTICLE VIII — ANNUAL GENERAL MEETING(S)

1. At least one General Meeting shall be held each year between October 1st and January 31st in the city of Winnipeg, Manitoba.

2. The Executive or the Council shall have the right to call additional General meetings at their discretion.

3. A General Meeting shall be convened upon the written request of 25 or more members of the Association.

4. Notice of a General Meeting must be provided in writing online and in a print in a forum available to all members of the Association three weeks in advance, with clearly noted time and location.

5. All documents for the meeting, including the agenda, reports and any proposed motions, must be made available to all members of the Association two weeks prior to the meeting.

6. Quorum at a General Meeting shall be 1% of the membership of the Association. Without quorum, no business can take place and no motions can be passed, other than a motion from the floor to reschedule the meeting.

ARTICLE IX — AMENDMENT OF THIS DOCUMENT

1. The Bylaws of the Association may be amended only at General Meetings of the Association subject to the following;
 - a. Notice of Motion to amend the Bylaws must be made available in print and electronic to members of the Association two weeks in advance of a vote of amendment.
 - b. Any By-Law amendments presented by the Association must be passed with a two-thirds (2/3) majority vote by a joint GSA/HSGSA By-Laws Committee
 - c. The joint committee must meet three times a year to review the state of the By-Laws, and consider necessary revisions.
 - d. A motion to amend the Bylaws requires a two thirds (2/3) majority vote of the General Meeting to pass.
 - e. Any motion altering the HSGSA matters must be presented in advance and pass the joint By-Laws Committee; not motion altering the relationship (either financial or political) between the GSA and HSGSA can be raised from the floor.