

# THE BYLAWS OF THE UNIVERSITY OF MANITOBA GRADUATE STUDENTS' ASSOCIATION

*As last amended at the  
January 12<sup>th</sup>, 2007 General Meeting of the Association*

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## **BYLAW I – BYLAW AVAILABILITY**

1. A copy of the most recent Constitution and Bylaws of the Association shall be made available to all members at the General Meeting and shall be available at all times in the General Office of the Association.

## **BYLAW II – BYLAW ON BYLAWS (2-30-09-87)**

1. From the date of passage of this Bylaw, Bylaws shall be referred to by their date of passage into force by the Association in the following format: the numeral of the Bylaw separated by a dash from the day's date, separated by a dash from the numeral of the month of the year, separated by a dash from the last two digits of the current year.
2. The article of Bylaws shall be consecutively numbered.
3. Each Bylaw shall have a succinct and meaningful title reference.

## **BYLAW III – BUDGET GUIDELINES (3-25-09-96)**

1. The budget of the Association shall be presented to, and considered by, Council on or before May 31st. The Vice-President (Finance) shall be required to seek the counsel of a CGA prior to submission of records to the UMSU. There will be a six-month budget review at the November Council meeting.
2. Cheques issued by the Association shall be signed by any two of the President, Vice-President (Student Affairs), or Vice-President (Finance), excluding the payee.

## **BYLAW IV – VOTE OF NO CONFIDENCE (4-30-09-87)**

1. The Council shall have the right to pass a vote of non-confidence against any member of the Executive.
2. Except as stipulated in the Constitution, a Special meeting of Council shall be arranged for this purpose and a notice in writing shall be given by at least five elected members of the Council two weeks before the meeting, stating the reason for the non-confidence.

3. If the vote of non-confidence is against the President, the Council shall elect a member of Council as the Chairperson for the special meeting.
4. The Executive member against whom the non-confidence motion is moved shall not sit in their official capacity at the special meeting, but will retain voting privileges.
5. The said member of the Executive shall be given an opportunity to respond to the allegations against them.
6. The vote of non-confidence shall be taken by a secret ballot and be passed by a simple majority vote of total Council membership voting in favour of the motion of non-confidence.
7. In the event of a successful non-confidence motion against any member of the Executive, the vacancy shall be filled through a General by-election.

#### **BYLAW V – HONORARIA FOR EXECUTIVE MEMBERS (5-04-26-00)**

1. The per-annum salary amounts of Association Executive Members shall be as follows:
  - President \$8,400.00
  - Vice-President (Student Affairs) \$8,400.00
  - Vice-President (Finance) \$8,400.00
  - Vice-President (HSC) \$4,200.00
  - Senators \$1,200.00 each
  - UMSU Councillors \$1,200.00 each
  - Executive-At-Large \$1,200.00
2. Amounts shall be paid in 12 equal monthly installments for all Executive members who are paid on a per-annum basis.
3. 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.
4. Amounts of Executive honoraria shall only be changed by a decision of a 2/3 majority quorate General Meeting prior to May 1, and such changes will apply

only to the following year's Executive honoraria. 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.

## **BYLAW VI – FINANCE COMMITTEE AND BYLAWS PERTAINING THERETO**

Preamble: One of the key functions of the Association is to redistribute the monies collected as Student Organization fees into endeavours that improve graduate student life. The GSA rewards scholarly activities by allocating money to departmental locals of the association, awards for excellence in graduate teaching, GSA bursaries, libraries, conferences and other special academic projects.

1. The Finance Committee as listed in Article III (5) d in the Constitution oversees the disbursement of awards, bursaries and grants for the Association. Honoraria for executives are explicitly excluded from the purview of the Finance Committee and are governed by Bylaw V.
2. The Committee has the responsibility of making policy recommendation regarding Subsections of this Bylaw and the design of all grant application forms.
  - a. An annual review of this Bylaw will be undertaken during the May Meeting of the Finance Committee. The purpose of the review is to ensure that:
    - i. The Bylaw is current and reflects current practice (i.e. selection criteria).
    - ii. All documents and forms published by the committee are current to that granting year.
    - iii. No discrepancies exist between applications and their governing subsections within the Bylaw.
  - b. Committee recommendations are forwarded to Council for concurrence without debate, except when proposed amendments modify the Bylaw.
3. Committee Membership. A committee with the broadest academic experience is preferable to ensure a balanced assessment of grant applications.
  - a. Internal members of the Association sitting on the Finance Committee will be from the following general disciplines:

- i. Humanities: i.e. History, English, Philosophy, French and Spanish, Religion, German, Icelandic, Near Eastern and Judaic Studies, Slavic Studies, Classics.
  - ii. Social Sciences: i.e. Economics, Psychology, Sociology, Anthropology, Geography, Political Studies.
  - iii. Natural and Agricultural Sciences: i.e. Geological Sciences, Human Ecology, Mathematics, Statistics, Microbiology, Zoology, Chemistry, Physics, Biology, Botany, and Agriculture.
  - iv. Professional Studies: i.e. Administrative Studies, Computer Science, Engineering, Education, Architecture, Law, Medicine, Dentistry, Pharmacy, Social Work.
  - v. The President, Vice President (Student Affairs), Vice President (HSC), Vice-President (Finance) and Executive-at-Large of the Association.
- b. External members required in addition to the Internal members for the Graduate Teaching Award (GTA) selection process:
- i. Vice President (Academic) of the University of Manitoba, or designated alternate.
  - ii. Dean of Graduate Studies of the University of Manitoba, or designated alternate.

Special Representation is required for the Graduate Students' Association Bursary selection process. This selection committee is governed by the Trust-deed with Financial Aid and Awards. Only the following Internal and External members are included in selection:

President of the Graduate Students' Association.

Dean of Graduate Studies of the University of Manitoba, or designated alternate.

Head of Financial Aids and Awards, or designated alternate.

Internal members of the Finance Committee will be chosen at the May Council meeting.

#### 4. Meeting Periods:

- a. For Conference Grants and Special Projects meetings are scheduled at least three times a year in the months of May, September and January.
- b. GSA Award for excellence in Graduate Teaching selection will take place during the May meeting of the Grants Committee.
- c. Graduate Students' Association Bursary selection process takes place in the Fall as scheduled by the Head of Financial Aids and Awards. It is recommended that the President of the Graduate Students' Association contact the office of Financial Aids and Awards in May to indicate if the Association wishes to change the Trust-deed.

5. Application Forms for Disbursements and Awards:
  - a. Requests for individual, organization or departmental disbursements, bursaries or awards must be accompanied by a form appropriate to the disbursement or award requested. The forms required by applicants are indicated in the sub-sections below and are available in the Association's General Office.
  - b. Forms were revised in 1996 to include an expiration date. All forms designed prior to 1996 will be automatically considered incomplete and a new form will be sent to the applicant.
  - c. If there are any discrepancies between the guidelines outlined on a current application form and the regulations in the Bylaw, the Bylaw will be considered the authority.
  - d. Recognition of the Association should be given in some form by the presenter.

#### **BYLAW VI (SUBSECTION F) – GSA AWARD FOR EXCELLENCE IN GRADUATE TEACHING GUIDELINES PERTAINING TO BYLAW VI**

1. The University of Manitoba Graduate Students' Association invites nominations for an annual teaching award for Excellence in Graduate Teaching (Form 005). The purpose of the award is to recognize those individuals who have made, in the estimate of their graduate students, a significant contribution to their teaching profession, in the capacity of either an instructor or thesis supervisor. Registered students in the Faculty of Graduate Studies are not eligible.
2. The award will include a cash prize of \$200.00 (\$100.00 provided by GSA, and \$100.00 to be provided by the office of the Dean of Graduate Studies, who will be consulted for this contribution upon selection of a recipient) and a scroll commemorating the honour. The scroll will be given at Fall Convocation during the following Academic Year. The cash award will be presented at the Selection Committee's Graduate Teaching Award Luncheon held in honour of the recipient.
3. All members of the Grants Committee that have attended at least 3/4 of the Committee meetings can attend the luncheon.
4. Graduate Students are encouraged to nominate their thesis advisor, seminar or course instructor, or a faculty member with whom they have conducted research.

Nomination forms must be submitted to the Graduate Students' Association Office on or before March 31st. Late forms will not be considered.

5. Nomination Forms must be complete to be considered, this includes:
  - a. A separate nomination form should be used by each nominating student.
  - b. Nominating students must either already hold a post-graduate degree or be currently registered in a program of studies leading to such a degree.
  - c. Nominating students' should have been registered at the University of Manitoba within the last five years.
  - d. Nominating students are encouraged to seek the support of other students who familiar with the nominee.
6. To be eligible, the nominee should be an individual who has spent at least two years of his/her career as members of the Faculty of Graduate Studies at the University of Manitoba and who is currently engaged in such activities at the time of his/her nomination. The nominee must be teaching graduate level courses at the time of nomination.
7. To assess professional expertise and performance, the nominees will be requested to submit:
  - a. Curriculum vitae — including highlights of publications co-written with students.
  - b. A list of graduate courses taught.
  - c. A list of graduate students' advisory committees of which the recipient is a member.
8. The Award Committee will be interested fundamentally in those instructors, supervisors and researchers who display a dedication to knowledge and sensitivity to their students. The name of the recipient will be forwarded to Council at the next meeting for concurrence without debate.
9. The Chairperson of the Selection Committee will notify all candidates within five (5) working days of the Council meeting.

**BYLAW VI (SUBSECTION G) — DONATION GUIDELINES PERTAINING TO  
BYLAW VI (6G-27-10-99)**

1. The GSA makes funds available in the form of donations to organizations providing services or conducting projects or events that could benefit graduate

students at the University of Manitoba. Such organizations do not need to be run by graduate students, but the reason for the requested donation must provide some kind of benefit, advantage, or useful information for graduate students, but this benefit, advantage, or useful information is not required to be limited to graduate students only. By way of example, past projects that received donations include academic Internal Development and Review awareness programs, on campus daycare, and orientation events for international students. Donations will not be granted for the following:

- a. Socials.
  - b. Departmental publicity brochures.
  - c. Personal funding for individual graduate students.
  - d. Travel for an individual to an event.
  - e. Membership dues.
2. Completed application forms must be submitted to the GSA office no later than 4:00 p.m. on the following dates:
- a. May 17 — to be considered during the May Finance Committee meeting.
  - b. September 17 — to be considered during the September Finance Committee meeting.
  - c. January 17 — to be considered during the January Finance Committee meeting.

Applications sent by post and which are postmarked later than the deadline of the upcoming Finance Committee meeting will not be considered. Late applications will not be considered.

3. Funds designated for each of the above granting periods shall be equal to one third of the annual amount budgeted to Donations. The Committee reserves the right to recommend to increase or to decrease the total grant allocation for any specific granting period. Monies allocated in the Annual Budget to the Donations Line Item are carried forward until all funds are disbursed.
4. Proposals for donations that are under \$250 will be considered by the Finance Committee if they meet the guidelines on the Donations application form. The Committee has the authority to debate each submission and vote on acceptance. Committee members must abstain from voting on grant requests sponsored by him or her or an organization to which they are affiliated. The Committee recommendations for donations less than \$250 will be presented to council for concurrence without debate.

5. Proposals for donations that exceed \$250 may be invited by the Finance Committee to present their proposal to Council if they meet the guidelines on the Donations application form. Council has the authority to debate each submission and vote on acceptance, whether or not a presentation is made. Council and Committee members must abstain from voting on donation requests sponsored by her or him or an organization to which she or he is affiliated.
6. General Regulations
  - a. Applications for Donations must be complete or they will not be considered.
  - b. Priority will be given to applications that will benefit the largest number of graduate students. However, special consideration will be given to projects of extraordinary merit and/or innovation.
  - c. Recipients are required to provide a receipt.
  - d. The maximum amount of any donation shall be \$1,000.
  - e. All organizations, departments, or units receiving funds must acknowledge that they received funding from the GSA in any publications, broadcasts, or advertisements arising from this donation.

#### **BYLAW VII – ELECTION RULES FOR GENERAL ELECTIONS (7-21-02-00)**

1. General Elections are run by the Elections Committee, which is appointed by and is responsible to the Council of the Association according to the Constitution (Article IV).
  - a. The Elections Committee will consist of a Chief Returning Officer (CRO) and three (3) others. No candidate for election may sit on the committee.
2. Elections will be held on a day or days designated by Council in accordance with the Constitution (Article IV).
3. Publicity:
  - a. The Elections Committee shall publicize the opening and closing dates of nomination by such measures including, but not limited to, notices sent to the departmental representatives and/or secretaries for posting;
  - b. The Elections Committee shall be responsible for publicizing the day of the election, locations of polls are open; which positions have been elected.
  - c. The Elections committee may, at its option, publicize the election in any way, but no material shall favour any one candidate.

- d. The Election Committee shall organize at least one (a) All-Candidate Forum during the Campaign period.
4. Candidates:
    - a. Eligibility: any student registered in the Faculty of Graduate Studies may run for any position (see Article IV: Elections).
    - b. All candidates must familiarize themselves with the GSA Bylaw VII and with the GSA Constitution, Articles IV and V.
    - c. Any candidate or third party campaigners', who are members of the current GSA executive are required to take a leave of absence
  5. Nominations:
    - a. To be nominated, ten (10) members of the Graduate Students' Association must sign the candidate's nomination form.
    - b. Nominations shall be open, to be received by the Office Manager of the Graduate Students' Association or the CRO for at least two (2) weeks and close two (2) weeks before the election.
  6. Voting Procedure:
    - a. The number and location of the polls shall be at the discretion of the Elections Committee.
    - b. Polls shall be open for a period of time between 9:00 am and 8:00 pm. Polls shall be run by members of the Elections Committee or their designate.
    - c. Each voter will have their name removed from the list of all eligible voters as they vote.
    - d. The ballot shall be organized by position, shall include the names of the candidate in "Last Name, First Name" format, and include slate names if applicable. The order of names shall be rotated for each position.
    - e. Each voter will clearly indicate the candidate(s) of his/her choice. The number of X's placed by a voter should not exceed the number of people to be elected to that position.
    - f. The ballots shall be counted by the CRO and members of the Elections Committee. The candidate receiving the greatest numbers of votes shall be declared elected. Tie votes and prospective winners by acclamation will be considered by Council according to the Constitution (Article IV(1) and IV(1)a).
    - g. Each candidate may appoint a scrutineer to observe the polling procedure.
    - h. Candidates or voters may lodge a complaint concerning election procedures or results by submitting a written statement to the President of the Graduate Students' Association and the CRO within five (5) days after

ratification of the election. The Council of the Graduate Students' Association will decide the case. Ballots are to be kept by the Office Manager of the Graduate Students' Association, or alternatively, the CRO, for five (5) days after the election, and then destroyed.

- i. In the Elections for GSA Senators and for UMSU Councillors, the Senate Elections Rules and the UMSU Bylaws, respectively, supersede the above rules in the event of a conflict.

7. Campaign period:

- a. The campaign period shall be ten working days in duration and begin at 9:00 a.m. of the first day of the period and conclude at 4:30 p.m. of the last day of the campaign period.
- b. The campaigning period will commence the next working day after nominations have closed.
- c. Campaigning shall not take place prior to the official campaign period, including: all forms of advertising by any campus media; the distribution of any material designed and/or likely to influence voters; any electronic information (web pages, blogs, email); posters/banner or displays; speeches and public forms.
- d. Voting will take place on the final three consecutive working days of the campaign period ends.

8. Campaigning material

- a. All campaign material must be approved in form and content by the CRO prior to distribution. Material will not be approved that contains libel or slander; is factually incorrect (i.e. sources must be provided or factual material); violate any federal or provincial statute.
- b. Printed Campaign Material
  - i. Printed campaign material is defined as any poster, flyer, handout, banner, written on paper/poster board etc., which announces, advocates or promotes a given candidacy or slate.
  - ii. Each presidential and vice-presidential candidate will have a maximum allowable budget of \$60, and each candidate for alternate positions will have a maximum allowable budget of \$50. When a slate is formed, budgetary resources can be pooled accordingly.
  - iii. "Where receipts cannot be provided a fair market value shall be assessed by the CRO."
  - iv. A "debate wall" will be set up outside the GSA office, giving candidates running for all positions an equal portion of the debate

- wall up to ~ .36 of a square metre (the equivalent of 6 letter size pages) of space on which they can post their campaign posters, and any material on why they are running for their respective positions.
- v. Campaign material will not be placed directly on walls or windows of facilities or areas not under control of the GSA, unless the space is granted by the controlling organization (such as student council) and equal space is provided to all candidates.
- c. Electronic campaign materials
- i. Electronic campaign materials are defined as e-mails and web pages which announce, advocate and promote a given candidacy or slate.
  - ii. All electronic campaign materials must meet ACN rules about e-mails and web pages.
  - iii. A “mass e-mail” is defined as more than 30 unsolicited e-mail messages per day with substantially the same content. The number of email messages is defined by the number of email addresses that receive the e-mail (as direct message, “carbon copy”, “blind carbon copy”, through a list serve or otherwise) i.e. if the list serve sends to 55 addresses, then the total amount of messages is 55.  
Forwarding/Redirecting an e-mail message will be considered to be third party campaigning (see third party campaigning).
  - iv. An e-mail sent to a registered supporters list of more than 30 addresses must CC the CRO.
  - v. A copy of all electronic campaign materials must be sent to the CRO for approval before e-mailing the material.
  - vi. Web pages must be approved in form and content by the CRO prior to the launching of the site. Subsequent changes shall be changed by the CRO.
- d. Media campaign material
- i. Media campaigning is defined as newspaper articles, newspaper ads, letters to the editor, radio and television commercials, radio and television interviews which announce, advocate or promote a given candidacy or slate.
  - ii. Media campaigning will be limited to the GSA Newspaper “The Gradzette” the University of Manitoba Student Newspaper “The Manitoban”, the University of Manitoba Radio station UMFm and any University of Manitoba Television Station if one exists. These outlets will be contacted by the Election Committee prior to the campaign period to insure that equal space/time is given to all candidates.

- iii. All advertising will be limited to free of charge services. No paid advertising will be allowed.
9. During voting, candidates shall not come within 20 feet or 6.1 meters of the polling station except for the purpose of voting.
10. Campaign Volunteers
- a. All campaign volunteers must be registered with the CRO. All campaigning by volunteers is subject to GSA election rules. The candidate/slate is responsible for the actions of their campaign workers.
  - b. If campaign volunteers are found to be engaging in campaign tactics which are in violation of the election rules the candidate/slate which they campaigned for will be held responsible and may be disqualified.

#### **BYLAW VIII – OFFICE COMMITTEE BYLAW (11-10-29-97)**

Preamble: The Graduate Students' Association office is the central location for all of our programs and services. Since the office as a physical entity represents a service in its own right, policies concerning its utilization must reflect the needs of all graduate students. Furthermore, the Graduate Students' Association has space on the Health Sciences Campus, which needs to be maintained to ensure our involvement and presence throughout the entire University is maintained.

1. The Office Committee, as listed in Article III(5) d in of the Constitution, oversees the disbursement of funds for the employment of an Office Manager and for the renovation and maintenance of the GSA Office.
2. The Committee has the responsibility of making policy recommendations regarding Subsections of this Bylaw. An annual review of this Bylaw will be undertaken during the April Meeting of the Office Committee. The purpose of the review is to ensure that:
  - a. The Bylaw is current and reflects current practice.
  - b. All documents and forms published by the Committee are current to that year.
  - c. The provisions of Bylaw VIII (6) are followed.
3. Committee recommendations are forwarded to Council when proposed amendments modify the Bylaw, or otherwise by report.

4. Membership of the Office Committee:
  - a. The President of the Association, who will act as chair and supervisor for the Office Manager (or delegate).
  - b. The Vice-President (Student Affairs) of the Association (or delegate).
  - c. The Vice-President (Finance) of the Association (or delegate).
  - d. Four members of Council, elected by and from Council. No additional members of the executive shall be eligible for election.
  - e. The Office Manager shall have ex-officio status on the Committee.
5. Notice of striking the Office Committee shall normally be issued at the August meeting of the Council with selection to take place at the September meeting of Council.
6. The Committee shall meet before the end of the budget year, in April, to review the Office Manager position following the guidelines in Bylaw VIII Subsection (A).
  - a. The Committee shall meet otherwise at the call of the chair or at the request of two voting members of the committee.

**BYLAW VIII SUBSECTION (A) — OFFICE MANAGER REVIEW (11-10-29-97)**

1. The Office Committee shall have jurisdiction for making recommendations to the GSA Council on the following matters:
  - a. the hiring of the GSA Office Manager.
  - b. the dismissal of the GSA Office Manger.
  - c. the job description of the GSA Office Manger.
  - d. The salary and benefits for the GSA Office Manager.
2. The Office Manager is expected to participate in the evaluation process. However he or she may be asked to leave and must do so during any final deliberations.

**BYLAW VIII SUBSECTION (B) — OFFICE MAINTENANCE AND ENHANCEMENTS (11-10-29-97)**

1. The Office Committee shall have jurisdictions for making recommendations to the GSA Council on the following matters:
  - a. Policy regarding purchase/rental of office equipment.
  - b. Policy regarding the purchase and use of office equipment including computers.
  - c. Policy regarding the maintenance & renovation of office décor, including the kitchenette.

2. In consultation with the Health Sciences Caucus, the Office Committee shall make recommendations to maintain and enhance GSA office services on the Health Sciences Campus.

#### **BYLAW IX - GSA BYLAWS AND POLICY COMMITTEE, BPC (9-08-15-05)**

1. Committee Mandate:
  - a. to develop and maintain all legislative documents for the association;
  - b. to develop a reference guide for the association to include the following:
    - i. Legislation (including Bylaws and Constitution);
    - ii. Policy (including, but not limited to, Discipline and Dismissal Policy, Leave of Absence);
    - iii. Administration (including Committee Terms of Reference);
2. The Committee Composition:
  - a. The GSA Bylaws and Policy Committee membership shall reflect a broad spectrum of faculties and greatest diversity of students;
  - b. The Committee shall be composed of those ex-officio members specified in the GSA and HSGSA Constitutions
  - c. The Committee shall also be composed of at least one graduate student representative from the following disciplines: Humanities, Social Sciences, Natural and Agricultural Sciences, Professional Studies, HSGSA representative and no fewer than 6 graduate student representatives; and
  - d. The Chairperson of the Bylaws and Policy Committee shall be the Vice-President, Student Affairs;
  - e. One student-at-large
3. Terms of Office:
  - a. The Bylaws and Policy Committee shall follow the same membership duration as the GSA Executive, from May of any given year to April of the following year
4. Meetings:
  - a. The Bylaws and Policy Committee shall meet and report to council on a monthly basis.
5. Reporting and Authority:

- a. All information discussed at a committee meeting is considered confidential. The GSA Council is responsible for the release of any information;
- b. Committee recommendations will be taken to the Executive Committee for acceptance or re-direction to the committee;
- c. The Chairperson shall report to the Council at each scheduled monthly meeting to provide an update on Committee activities;
- d. Final revisions to the Constitution shall occur at scheduled GSA Annual General Meetings

**BYLAW X - GSA INTERNAL DEVELOPMENT AND REVIEW COMMITTEE (10-01-24-07)**

1. Committee Mandate:

- a. To address all matters requiring ethical consideration within the Association;
- b. To review and provide Council with direction on any material or issue Council calls into question regarding conduct or policy;
- c. To conduct the bi-annual review of executive performance, especially with regard to attendance and participation, in September and January of each year (with reports to be delivered to council);
- d. To be responsible for overseeing the association's continued development of, and adherence to, the GSA Innovation, Stewardship, and Excellence Awards (ISE Awards) terms of reference in order to ensure the best distribution as more monies become available with special consideration given to developing new award categories;
- e. To be responsible for overseeing the GSA ISE Awards Selection Committee membership such that it reflects a broad spectrum of faculties and greatest diversity of students;
- f. Oversee the development of and adherence to a Code of Internal Development and Review.

2. Committee Composition:

- a. The GSA Internal Development and Review Committee membership shall reflect a broad spectrum of faculties and greatest diversity of students;
- b. The Committee shall be composed of those ex-officio members specified in the GSA and HSGSA Constitutions
- c. The Internal Development and Review Committee shall be composed of at least one graduate student representative from the following disciplines: Humanities, Social Sciences, Natural and Agricultural Sciences,

- Professional Studies, and no fewer than 6 graduate student representatives;
- d. The Internal Development and Review Committee Chairperson shall be the Vice-President, Student Affairs, except during the Executive Review in which case, a member of the Committee will be elected as the Chairperson
  - e. One student-at-large
3. Terms of Office:
    - a. The Internal Development and Review Committee shall follow the same membership duration as the GSA Executive, from May of any given year to April of the following year.
  4. Meetings:
    - a. The Development and Review Committee shall meet and report to Council on a monthly basis.
  5. Reporting and Authority:
    - a. All information discussed at a committee meeting is considered confidential. The GSA Council is responsible for the release of any information;
    - b. Committee recommendations will be taken to the Executive Committee for acceptance or re-direction to the committee except for the Executive Review report;
    - c. The Chairperson shall report to the Council at each scheduled monthly meeting to provide an update on Committee activities.

#### **BYLAWS XI - GSA AWARDS COMMITTEE (11-08-15-05)**

1. Committee Mandate:
  - a. To select GSA Innovation Stewardship and Excellence (ISE) Fellowship winners.
  - b. To direct the Awards Officer in administering the ISE Awards applications.
  - c. To select Graduate Teaching Award (GTA) winners
  - d. To report to the GSA Council
2. Committee Composition:

- a. The GSA ISE Awards Committee membership shall reflect a broad spectrum of faculties, greatest diversity of students and equitable Masters's student and Ph.D student representation.
  - b. The GSA Selection Committee will consist of members, who make up two sub-committees:
    - i. One sub-committee is composed of 6 members and will evaluate the Master's applications;
    - ii. One sub-committee is composed of 6 members and will evaluate the PhD applications.
  - c. The GSA Awards Committee shall be comprised of:
    - i. The GSA Executive at Large (1)
    - ii. GSA President (1)
    - iii. GSA Vice Presidents (3)
    - iv. Dean of Faculty of Graduate Studies or Representative (1)
    - v. Graduate students from the Faculties of Arts and Humanities (Arts, Fine Arts, Music, Management, etc) (3 members: 2 new, 1 returning)
    - vi. Graduate students from the Faculties of Sciences (Engineering, Agriculture, Environmental, Architecture, etc) (3 members: 2 new, 1 returning)
  - d. It is the intent that only one faculty can be represented by a GSA Awards Committee member.
  - e. In the event that a number of the GSA Executive comes from the same faculty, GSA Councilors will replace the respective Vice Presidents on the Awards Committee to reflect a diversity of faculties.
  - f. The Awards Committee must be approved by GSA Council; if there are any concerns, it will be the mandate of the GSA Internal Development and Review Committee to find the appropriate solutions.
  - g. In addition, a representative from the Office of Private Funding will act as a resource person to the committee.
3. Term of Office:
- a. The Awards Committee membership will have a rotating schedule of two years.
  - b. At least half of the committee will remain while the other half will change with each year. This ensures institutional memory along with fairness to departments.
  - c. Members shall be selected from different departments yearly on a pre-determined schedule.
  - d. No department can have a representative more than 2 consecutive years.

4. Meetings:
  - a. The GSA Executive at Large serves as Chairperson for the Awards Committee.
  - b. There will be a minimum of two (2) meetings:
    - i. An orientation for all members to the Awards Committee and its responsibilities
    - ii. Each subcommittee will meet separately to determine the Chairperson and the award recipient.
  - c. The GSA Awards Officer will set and organize the Awards Committee meetings.
  - d. Two weeks prior to the review of the applications, each member of the committee will receive eligible applications.
  - e. Each member reviews the applications and ranks them on a scale of 100.
  - f. The rankings and applications will be held in confidence and returned to the Awards Officer.
  
5. Reporting and Authority:
  - a. All information discussed at committee meetings is considered confidential. The GSA Council is responsible for the release of any information.
  - b. Committee recommendations will be taken to the Council for acceptance or re-direction to the committee.
  - c. The Chairperson shall report to the Council at each scheduled monthly Council meeting to provide an update on Committee activities

#### **BYLAWS XII - SELECTIONS COMMITTEE (12-08-15-05)**

1. Committee Mandate:
  - a. The Selections Committee shall hire GSA employees except those otherwise specified in the GSA bylaws
  
2. Committee Composition:
  - a. The GSA Selections Committee membership shall reflect a broad spectrum of faculties and greatest diversity of students;
  - b. The Selections Committee shall include ex-officio members, as specified by the GSA and HSGSA Constitution, in addition to 3 GSA councilors
  - c. The Chairperson of the Committee shall be the Vice President (Student Affairs)

3. Terms of Office:
  - a. The Selections Committee shall follow the same membership duration as the GSA Executive, from May of any given year to April of the following year.
4. Meetings:
  - a. The Selections Committee will meet whenever there is a need to fill any GSA employee position
5. Reporting and Authority:
  - a. Committee recommendations will be taken to the Council for acceptance or re-direction to the committee;
  - b. The Chairperson shall report to the Council during the selection process to provide an update on Committee activities.

#### **BYLAWS XIII - CAMPAIGNS COMMITTEE (13-08-15-05)**

1. Committee Mandate:
  - a. To select and implement campaigns on behalf of the GSA, either those generated internally or by external bodies.
2. Committee Composition:
  - a. The GSA Campaigns Committee membership shall reflect an equitable representation of faculty, gender, race and sexual orientation;
  - b. The Committee shall be composed of those ex-officio members specified in the both GSA and HSGSA Constitutions
  - c. The Committee shall be composed of:
    - i. A minimum of 2 Councilors
    - ii. A minimum of 2 Students-at-large
    - iii. A maximum of 10 members
  - d. The Chairperson of the Committee shall be the President
3. Terms of Office:
  - a. The Campaigns Committee shall follow the same membership duration as the GSA Executive, from May of any given year to April of the following year.
4. Meetings:
  - a. The Campaigns Committee will meet once a month and as needed.

5. Reporting and Authority:
  - a. Committee recommendations will be taken to the Executive Committee for acceptance or re-direction to the committee;
  - b. The Chairperson shall report to the Council to provide an update on Committee activities.

**BYLAW XIV – HEALTH SCIENCES CAUCUS BYLAW (14-10-29-97)**

1. The departments at the Health Sciences Campus, including graduate programmes in Dentistry, Medicine, and Medical Rehabilitation, are constituted into a body which shall be known as the “Health Sciences Caucus” of the Graduate Students’ Association.
2. The Caucus shall be comprised of such membership as they should determine from time to time as being necessary for the functioning of the Caucus.
3. The Caucus shall elect a graduate student as President who will act as their representative to the Graduate Students’ Association, and (until the 2004 GSA General Election) as Vice-President (Health Sciences Campus) of the Association.
4. The Caucus shall have authority for dispersal of departmental allocation funds for all Health Sciences Departments, subject to the provisions of the Bylaws of the Health Sciences Caucus.
5. The Caucus shall receive a separate disbursement for the day-to-day operations of the Caucus to be allocated in an annual budget:
  - a. The budget shall contain allocation monies to ensure:
    - i. the continued operation of the GSA Health Sciences Campus Office;
    - ii. funding of elections for positions as specified by the Bylaws of the Health Sciences Caucus;
    - iii. costs of materials related to the effective representation of graduate students on committees on the Health Sciences Campus;
    - iv. costs of events, social or otherwise, hosted by the Health Sciences Caucus;
    - v. any other items as determined by the Health Sciences Caucus to be included in the budget passed by that Caucus.

- b. Notwithstanding Bylaw IX (5)a, funding initiatives involving both the GSA and the Health Sciences Caucus may be considered at the discretion of the GSA and its Health Sciences Caucus.
  - c. The budget for the Health Sciences Campus will be set at the beginning of each fiscal year and a copy forwarded by the Vice-President (HSC) to the Executive Committee of the GSA as a report for information.
- 6. The representative of the Caucus shall be entitled to cast the written proxy votes, or in person votes, equivalent to the total number of departmental representatives from the Health Sciences departments as listed at the Offices of the Graduate Students' Association.
- 7. The first instance, concerns of individual departments at the Health Science Campus regarding the operation of the Caucus shall be referred back to the Caucus for examination. The Graduate Students' Association reserves the right to examine any serious concerns raised by Caucus members as to the utilization and disbursement of funds allocated to the Caucus.

**BYLAW XV – EXTERNAL COMMITTEE MEMBERSHIP BYLAW (15-10-29-97)**

Preamble: There are many councils, committees and other bodies which have graduate student representation, which the Graduate Students' Association is responsible for providing. It is our most important means of affecting change in University policy, preserving the quality of our graduate programs and affirming the stature of the graduate student community. This Bylaw establishes the guidelines under which those positions are to be filled and will be updated according to Article III(5) of the Constitution of the Association.

- 1. Graduate Studies Faculty Council (14):
  - a. President of GSA (ex-officio);
  - b. Vice-President (Student Affairs) of GSA (ex-officio);
  - c. Council representative on the Board of Graduate Studies;
  - d. Student-at-large on the Board of Graduate Studies;
  - e. Representatives from students in humanities departments (2);
  - f. Representatives from students in social science departments (2);
  - g. Representatives from students in health sciences departments (2);
  - h. Representatives from students in agricultural science departments (2);
  - i. Representatives from students in natural science departments (2).

2. Board of Graduate Studies (4):
  - a. President of GSA (ex-officio);
  - b. Vice-President (Student Affairs) of GSA (ex-officio);
  - c. GSA Council representative;
  - d. Student-at-large representative.
  
3. Senate (Assessor) (1):
  - a. President of GSA (ex-officio).
  
4. Senate Executive (Assessor) (1):
  - a. President of GSA (ex-officio) or delegate who shall be a GSA Senator.
  
5. University Research Committee of Senate (2):
  - a. one graduate student from a social science or humanities department
  - b. one graduate student from a hard science department;
  - c. one of the two above representatives shall be the Vice-President (Student Affairs).
  
6. Senate Library Committee (2):
  - a. one graduate student from a social science or humanities department;
  - b. one graduate student from a hard science department;
  - c. one of the two above representatives shall be a GSA Senator.
  
7. Senate Planning and Priorities Committee (1):
  - a. This position is not mandated but S.P.P.C. has a convention of insisting that one its three student members is a graduate student;
  - b. this graduate student shall be a GSA Senator.
  
8. Budget Advisory Committee (1):
  - a. President of GSA (ex officio);
  
9. Advisory Committee on Academic Fees (1):
  
10. President of GSA (ex officio).

**BYLAW XVI – GRADUATE STUDENT HOUSE/ PUB COMMITTEE (16-30-04-03)**

1. Terms of reference.
  - a. Under the direction of the GSA Council, the committee will be responsible to investigate possibilities for, and enter into such negotiations as may be required to establish, a viable graduate student-run house, pub, and/or

other such business to the benefit of graduate students at either or both of the main University of Manitoba campuses.

- b. Any such enterprise should serve U of M graduate students as individuals and as an Association, by working to strengthen bonds between U of M graduate students and to provide occasions for new interactions among students from different departments. The committee will therefore consult widely with University of Manitoba graduate students and their representatives to ensure that any such enterprise serves and reflects their needs and desires.
- c. Any such business(es) should in the long run be financially self-supporting and, as possible, generate revenues that the GSA may use to further benefit U of M graduate students. The committee will therefore ensure that any such business(es) are incorporated in a manner that limits financial or other risks to the GSA itself.

**BYLAW XVII –BYLAWS OF THE UNIVERSITY OF MANITOBA GRADUATE STUDENTS’ ASSOCIATION INC. (CORPORATION NO. 4410882) (17-10-26-01)**

BE IT ENACTED AND IT IS HEREBY ENACTED as a by-law of the University of Manitoba Graduate Students’ Association Inc. (hereinafter referred to as the “Corporation”).

SECTION ONE  
I Interpretation

1.-11 Definitions – In this by-law and all other by-laws and special resolutions of the Corporation, unless the context otherwise requires:

- (a) “Act” means the Corporations Act (Manitoba) and any Act that may be substituted therefore, as from time to time amended;
- (b) “articles” means the articles of the Corporation upon which is endorsed the certificate of the incorporation dated the \_\_\_\_\_ day of \_\_\_\_\_, 2001, as from time to time amended, supplemented or rested and as the term articles is more particularly defined in the Act;
- (c) “board” means the board of directors of the Corporation and is comprised of, but not limited to: (1) the President of the Graduate Students’ Association; (2) the Vice-President of the Graduate Students’ Association (Fort Garry Campus); (3) the Vice-President (Health Sciences Campus), and (4) the Vice-President (Finance) of the Graduate Students’ Association, as elected pursuant to

Article IV 1 (a) & Article IV 2 of the Constitution of the University of Manitoba Graduate Students' Association.

(d) "membership" means the act of being registered as a student in the University of Manitoba, Faculty of Graduate Studies OR being a member of the Board of Directors.

1.02 In all by-laws of the Corporation, where the context so requires or permits, the singular shall include the plural and the plural the singular; the word "person" shall include an individual, partnership, corporation, executor, administrator and legal representative, and the masculine shall include the feminine.

## SECTION TWO

### II Business of the Corporation

2.01 Any contract, document or other instrument in writing requiring execution by the Corporation shall be executed by any two of the President, the Vice-President (Fort-Garry Campus), the Vice-President (Health Sciences Campus), and the Vice-President (Finance), and all contracts, documents or other instruments in writing so executed shall be binding upon the Corporation without any further authorization or formality. The term "contracts, documents or other instruments in writing" as used in this by-law shall include specifically, without limitation, deeds, mortgages, charges, conveyances, releases, receipts and discharges for the payment of money or obligations, transfers and assignments of property of all kinds.

2.02 Banking Arrangements –The banking business of the Corporation shall be transacted with such chartered banks, trust companies, credit unions or other bodies corporate or organizations may, from time to time, be designated by, or under the authority of the board. Such banking business or any part thereof shall be transacted under such agreements, instructions, and delegations of powers as the board may from time to time prescribe or authorize.

## SECTION THREE

### III Membership

1.01 There are two (2) classes of Membership in the Corporation, namely, (i) "Class A" Membership and (ii) "Class B" Membership.

1.02 Class A" Voting Rights –"Class A" members are entitled to one (1) vote in respect of the day-to-day management of the Corporation.

1.03 “Class A” Membership –Every director of the board of directors of the corporation is a “Class A” member, unless otherwise prescribed by a resolution of the directors. As noted above, the board of directors is comprised of, but not limited to: (1) the President of the Graduate Students’ Association; (2) the Vice-President of the Graduate Students’ Association (Fort Garry Campus); (3) the Vice-President of the Graduate Students’ Association (Health Sciences Campus); (4) the Vice-President (Finance) of the Graduate Students’ Association, a selected pursuant to Article IV 1 (a) & Article IV 2 of the Constitution of the University of Manitoba Graduate Students’ Association.

1.04 Expiration of “Class A” Membership –A member ceases to be a “Class A” member upon termination of his or her post as a member of the Graduate Students’ Association Executive, or upon a resolution passed by the board of directors of the Corporation.

3.05 “Class B” Voting Rights –“Class B” members are entitled to NO votes with respect to the day-to-day management and affairs of the Corporation. “Class B” members are entitled to (1) vote in an election of the members of the Graduate Students’ Association Executive, pursuant to Article IV 1 (a) & Article IV 2 of the Constitution of the University of Manitoba Graduate Students’ Association.

3.06 “Class B” Membership –Every student registered in the University of Manitoba, Faculty of Graduate Studies shall be a “Class B” member of the University of Manitoba Graduate Students’ Association Inc., pursuant to Article II of the Graduate Students’ Association Constitution.

3.07 Expiration of “Class B” Membership –A member ceases to be a “Class B” member when he or she is no longer enrolled in the University of Manitoba Faculty of Graduate Studies, pursuant to Article II of the Graduate Students’ Association Constitution.

3.08 Membership in the Corporation is not transferable.

## SECTION FOUR IV Directors

4.01 Number of Directors and Quorum – The articles of the Corporation provide that the Corporation shall have a board consisting of a minimum of three (3) directors and a maximum of six (6) directors. The exact number of directors to form the board (the “Designated Number”) shall be determined from time to time by the directors

of the Corporation entitled to vote at regular directors' meetings. A quorum of the board shall be a majority of the Designated Number of the board. No business shall be transacted at a meeting unless quorum is present. Notwithstanding a vacancy among the directors, a quorum of the directors may exercise all the powers of the board.

4.02 Calling of Meetings –Meetings of the board may be called upon 48 hours notice in writing or by telephone by either the President, or any two officers or directors of the Corporation.

4.03 Voting at Meetings –In case of an equality of votes, the Chairperson shall not have a second or casting vote.

## SECTION FIVE V Officers

5.01 Election and Role of Corporation President – The President of the Graduate Students' Association, as elected vis-à-vis Article IV 1 (a) of the Constitution of the University of Manitoba Graduate Students' Association, shall automatically assume the role as President of the Corporation. The President shall be the chief executive and operating officer of the Corporation and subject to the authority of the board, shall have general supervision of the business of the Corporation. The President shall attend and be chairperson of all meetings of the board of directors or committees of the board.

5.02 Election and role of the Corporation Vice-President (Fort Garry Campus) –The Vice-President of the Graduate Students' Association as elected vis-à-vis Article IV 1 (a) of the Constitution. The Vice-President, shall have all the powers and authority, and shall perform the duties of the President in the absence of, disability or refusal to act of the President.

5.03 Election and role of the Corporation Vice-President (Health Sciences Campus) – The Vice-President of the Graduate Students' Association as elected vis-à-vis Article IV 2 of the Constitution of the University of Manitoba Graduate Students' Association shall automatically assume the role as Vice-President (Health Sciences Campus) of the Corporation. The Vice-President (Health Sciences Campus), shall have all the powers and authority, and shall perform all the duties of the Vice-President (Fort Garry) in absence of, disability or refusal to act of the Vice-President (Fort Garry).

5.04 Election and role of the Corporation Vice-President (Finance) –The Vice-President (Finance) of the Graduate Students’ Association as elected vis-à-vis Article IV 1 (a) of the Constitution of the University of Manitoba Graduate Students’ Association shall automatically assume the role as Vice-President (Finance) of the Corporation. The Vice-President (Finance) shall have the care and custody of all the funds of the Corporation in such bank or banks or with such depository or depositories as the board may direct. He or she shall keep or cause to be kept the books of account and the accounting records required by the Act and all reasonable times exhibit his or her books and accounts to any director of the Corporation upon application at the office of the Corporation during business hours. He or she shall sign or countersign such instruments as require his or her signature and shall perform all the duties incident to his or her office or that are properly required by him or her by the board.

5.05 Variation of duties –From time to time, the board may vary, add to, or limit the powers and duties of any officer.

5.06 Term of Office –Each officer elected or appointed by the board shall hold office until his or her successor is elected or appointed.

## SECTION SIX

### VI Miscellaneous

6.01 Invalidation of any provision of this by-law –The invalidity or unenforceability of any provision of this by-law shall not affect the validity or enforceability of the remaining provisions of this by-law.

MADE by the board of directors on the \_\_\_\_\_ day or \_\_\_\_\_, 2001.

\_\_\_\_\_  
President, Fort Garry Campus

\_\_\_\_\_  
Vice-President, Health Sciences Campus

\_\_\_\_\_  
Vice-President, Fort Garry Campus

\_\_\_\_\_  
Vice-President (Finance)

## **GSA POLICY 01 – HAPPY HOURS AND GSA EVENTS HELD IN THE GSA LOUNGE**

1. The Lounge must be booked through the GSA Office at least two (2) weeks prior to the event, for the Friday afternoon 4:00 p.m. to 7:00 p.m.
2. A liquor permit must be obtained. The Special Functions Office will supply the necessary letter to the Liquor Commission upon request. The permit must be applied for, at least ten (10) days prior to the event. The Liquor Commission will require a fee and surtax on units purchased. These costs are assigned to the department holding the event. The GSA, however, will advance these monies to a department and will deduct from either the department's Happy Hour profit or the next departmental allocation. The liquor permit must be picked up no later than Wednesday of the week in which the event is being held.
3. Food must be provided for one-third capacity of the GSA Lounge. The Manitoba Liquor Commission has set the capacity at 75.
4. Hard liquor, wine and coolers must be purchased at a retail liquor outlet and stored in the GSA office. Beer will be ordered by the GSA office.
5. Rules for setting up and running a happy hour must be followed. These are available in the GSA office. Failure to comply will result in fines being levied against the profit and/or departmental allocation to cover losses, which may result from non-compliance.
6. The Social Director of the GSA or their designated alternate Executive member must supervise the Happy Hour. Unavailability will result in the cancellation or postponement of the Happy Hour. The signing authority on the liquor permit has the right to request any individual(s) involved in activities inconsistent with the permit regulations to cease those activities. The permit holder is authorized to take all necessary steps to ensure that the liquor permit regulations are followed.
7. No smoking is permitted or to be tolerated within GSA space during Happy Hours or other social events.

## **GSA POLICY 02 – ORIENTATION WEEK**

1. The Association will make funds available for the purpose of organizing and running Graduate Student Orientation Week.

2. In the past funds have also been made available from the Faculty of Graduate Studies. It is recommended that the Faculty be consulted annually for a contribution.

3. Members are encouraged to take part in welcoming new students.

4. The Association may cooperate with other units in the University in providing orientation program