



# **BYLAWS**

## & Operating Policies

Ratified August 2024

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## **Bylaw 1 - Definitions**

- 1.1 The "ULethbridge," "ULeth," or "U of L," is the University of Lethbridge.
- 1.2 The "Association," or the "GSA," is the Graduate Students' Association of the University of Lethbridge.
- 1.3 "Active Members" are all persons registered as graduate students in the School of Graduate Studies at the University of Lethbridge who pay full- or part-time Association fees.
- 1.4 "Associate Members" are graduate students that do not pay fees.
- 1.5 "Honorary Members" are unanimously appointed, non-student, non-voting members of the Graduate Students' Association.
- 1.6 The "Membership" or "Membership at Large" of the Association as a whole, includes Active, Associate, and Honorary Members, as defined herein.
- 1.7 The Union of Lethbridge Graduate Assistants, is herein referred to as the "Union."
- 1.8 The "Graduate Students' Association Representatives," or "GSAR," of the Association, is made up of representatives who are Active Members elected by their peers, or appointed by GSAC, to council positions in the Association.
- 1.9 The "Graduate Students' Association Executive Council" or "GSAEC" of the Association is made up of the President, the Vice President of Student Life, and the Vice President of Finance and Services.
- 1.10 The "Graduate Students' Association Council" or "GSAC" consists of the GSAR and the GSAEC.
- 1.11 The "Office Administrator" or "OA" is a part-time staff member responsible for managing the day-to-day operations of the Association. The Office Administrator reports directly to the President and is present at GSAEC meetings.
- 1.12 The "Speaker" is an Active Member appointed by the Executive Council to chair GSAC meetings.
- 1.13 "Standing Committees" are groups of Active Members that exist in perpetuity, meeting on a regular basis, to deliberate and act upon affairs of the Association pertaining to a specific area.  
"Ad Hoc Committees" are groups of Active Members that exist during the time frames determined in Terms of Reference, meeting on a regular basis to deliberate and act upon affairs of the Association pertaining to a specific area until resolution is attained.
- 1.14 Reference, meeting on a regular basis to deliberate and act upon affairs of the Association pertaining to a specific area until resolution is attained.
- 1.15 "Majority Vote" means that in order for the process to be considered as valid, 10% of the eligible voting population must respond. The majority of eligible votes must be in favour and greater in number than those opposed.
- 1.16 "Master Bylaws and Policies" refers to the current council ratified document as posted on the GSA website.



## **Bylaw 2 - Organization**

- 2.10 In accordance with the Post-Secondary Learning Act, the official title of the Association is “The Graduate Students’ Association of the University of Lethbridge,” herein referred to as the “Graduate Students’ Association” or the “GSA.”

## **Bylaw 3 - Governance**

The Graduate Students’ Association Council (GSAC) shall manage the business and affairs of the Graduate Students’

- 3.1 Association (GSA) in accordance with the Alberta Post-Secondary Learning Act, the Alberta Societies Act, and the Alberta Labour Relations Code.

- 3.2 The Members of the GSAC shall be:

The three (3) Executives of the GSA who compose Graduate Students’ Association Executive Council(Council (GSAEC):

- 3.2.1 -President  
-Vice-President Student Life  
-Vice-President Finance and Services

The remainder of the GSAC is made up of eighteen (18) Graduate Representatives of the Graduate Student

- 3.2.2 Body at the University of Lethbridge who compose the Graduate Students’ Association Representatives (GSAR), as defined in Bylaw 12

- 3.3 In the event of a vacancy on the GSAC, the Graduate Students’ Association Council shall determine to fill a vacancy on the Graduate Students’ Association Council by:

- 3.3.1 election or appointment for all of the remaining term of office; or,  
3.3.2 election or appointment for part of the remaining term of office.

- 3.4 If, in three (3) months after the general election, the faculty representative positions are not filled, the positions can be filled with non-faculty representatives under the designation “independent representative.”

- 3.5 The candidates for these positions will be presented at the August next scheduled council meeting and voted on, a minimum  $\frac{3}{4}$  majority needed to appoint the candidates to the position.

## **Bylaw 4 - Membership of GSAC**

- 4.1 At the discretion of the GSAC, others may be appointed to GSAC from time to time, including:

- 4.1.1 Ex officio members, with full voting privileges, including:

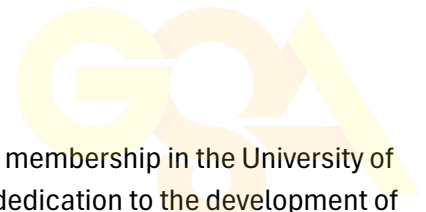
4.1.1.1 Chairs of GSA Committees.

- 4.1.2 Advisory Members, non-voting:

4.1.2.1 Other GSA representatives in University administration bodies not

4.1.2.2 Individual program representatives selected by students within the

4.1.2.3 The Graduate Voting Officer



4.1.3 Honorary Member, non-voting:

Honorary Membership is a means of extending the privilege of membership in the University of Lethbridge GSA upon an individual of “sterling character and dedication to the development of

4.1.3.1 programs and quality of life for graduate students” at the University of Lethbridge, Alberta.

Honorary Members are extended all the rights afforded to members of the GSA outside of voting privileges.

4.1.3.2 Honorary Membership is awarded by unanimous vote of GSAC proposed by any council member.

4.1.3.3 Honorary Memberships are awarded to individuals who are not enrolled as students at the University of Lethbridge.

GSAC meetings shall be held once a month or at the call of the President or any of two (2) members of the GSAEC. At

4.2 least forty-eight (48) hours’ notice must be provided to all members, except in the case of emergency meetings, when twenty- four (24) hours’ notice shall be sufficient.

### **Bylaw 5 - Term in Office**

5.1 Members of the GSAC shall hold office for one (1) year, commencing May 1 of the year they are elected and ending April 30 of the following year.

### **Bylaw 6 - Meetings Quorum & Proxy**

6.1 The Quorum for GSAC meetings shall be 50% +1 members of the current ratified members of the GSAC

6.2 A Proxy form will count towards GSAC quorum.

### **Bylaw 7 - Powers of the Graduate Students’ Association Council**

7.1 The powers and responsibilities of the GSAC shall be as follows:

7.1.1 Observe and uphold the objectives of the GSA.

7.1.2 Comply with the will of the GSA members.

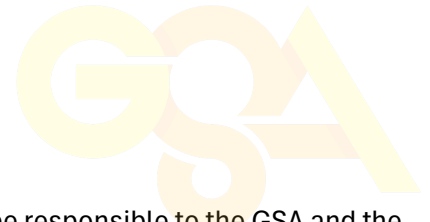
7.1.3 Manage business affairs of the GSA in accordance with the provisions of the Post-Secondary Learning Act, Alberta Societies Act, Alberta Labour Relations Code, and the GSA Bylaws and Operating Policies.

7.1.4 Authorize and approve general expenditures as defined in the Financial Policy.

7.1.5 Be the primary body to present changes to the Bylaws or Operating Policies or to

### **Bylaw 8 - Graduate Students’ Association Executive Council**

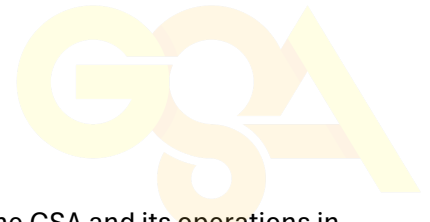
8.10 The GSAEC shall have the authority to act on behalf of GSAC when the GSAC is not in session. Any actions of the GSAEC or its members shall be reviewed and ratified by the GSAC at its next regular meeting.



## **Bylaw 9 - Duties of the President of the Graduate Students'**

### **Association**

- 9.1 The President is the official representative of the GSA and shall preside over and be responsible to the GSA and the GSAC.
- 9.2 The President position is a full time position with an option of academic respite granted by the University of Lethbridge.
- 9.3 The President shall be nominated by the GSAC to the University of Lethbridge Board of Governors.
- 9.4 The President must be nominated to the General Faculty Council (GFC).
- 9.5 The President, or their GSAEC designate, shall be nominated by the GSAC to the School of Graduate Studies Executive Council.
- 9.6 The President, or their GSAEC designate, shall be nominated by the GSAC to represent and advocate for the GSA of the University of Lethbridge at the provincial level.
- 9.7 The President has financial co-signing authority with the Vice-President Student Life and the Vice-President Finance and Services.  
The President is responsible to chair the GSAC Member Review committee to ensure that all duties entailed by the positions are completed to the quality expected by the GSAC, mandatorily twice a year or at the request of any GSAC member.
- 9.8
- 9.9 The President should be limited to participating in no more than six (6) external committees that do not require the President's authority or university confidentiality.
- 9.10 The President shall:
  - 9.10.1 Act as the ceremonial head of the GSA, represent the GSA at social, formal, official, and ceremonial functions.
  - 9.10.2 Delegate a suitable representative if they are unable to attend any function personally.
  - 9.10.3 Shall hold sole authorization and/or primary signing authority on all governmental and legally binding correspondence of the GSA.
  - 9.10.4 Act as a liaison between Graduate Students' and Faculty/University Administration.
  - 9.10.5 Chair all Town Hall meetings, and any informal meetings.
  - 9.10.6 In conjunction with the Vice-President Student Life, have the right to solicit legal advice on behalf of the GSA.
  - 9.10.7 Maintain the confidential records of the GSA, according to GSA Policies.
  - 9.10.8 Ensure adherence to all Bylaws and Operating Policies of the GSA
  - 9.10.9 Organize, in conjunction with outgoing GSAEC, an orientation for incoming GSAC Members within three (3) weeks of the official poll closing for the next GSAC.
  - 9.10.10 Be responsible for and report monthly to the GSAC with student service
  - 9.10.11 Be responsible for strategic planning and fundraising (where deemed appropriate).



## **Bylaw 10 – Duties of the Vice-President Student Life of the Graduate Students' Association**

- 10.1 The Vice-President Student Life is responsible for the efficient administration of the GSA and its operations in collaboration with other executives and the office Administrator.

The Vice-President Student Life shall act as Chair in the President's absence. In the event that the President vacates
- 10.2 their office or is rendered unable to serve, the Vice-President Student Life shall assume the role of interim President of the GSA.
- 10.3 The Vice-President Student Life shall be nominated by the GSAC to the School of Graduate Studies (SGS) Council.
- 10.4 The Vice-President Student Life shall be nominated by the GSAC to the University of Lethbridge General Faculties Council (GFC) and GFC Executive Committee.
- 10.5 The Vice-President Student Life, or their GSAEC designate, shall be nominated by the GSAC to the Teaching and Innovation Advisory Council.
- 10.6 The Vice-President Student Life should be limited to participating in no more than six (6) external committees that do not require the VP Student Life's authority or university confidentiality.
- 10.7 The Vice-President Student Life has financial co-signing authority with the President and Vice-President Finance and Services.
- 10.8 The Vice-President Student Life shall:
  - 10.8.1 Assist the President in organizing the orientation for incoming GSAC Members within three weeks of the official poll closing for the next GSAC.
  - 10.8.2 Chair the Events & Wellness Committee, which is responsible for the planning and execution of events for the GSA, and ensure the organization of the Social and Academic events by the GSA (in conjunction with the Vice-President Finance and Services) to ensure QIP and expense funds are allocated for the GSA budget proposal.
  - 10.8.3 Present a proposed list /schedule of events to the July GSAC.
  - 10.8.4 Chair the Conference Committee, and organize the GSA Multidisciplinary Conference.
  - 10.8.5 Chair the Conference Committee, and organize the GSA Multidisciplinary Conference.

## **Bylaw 11 – Duties of the Vice-President Finance and Services of the Graduate Students' Association**

- 11.1 The Vice-President Finance and Services is responsible for the efficient administration of the financial affairs of the GSA.
- 11.2 The Vice-President Finance and Services has financial co-signing authority with the President and Vice-President Student Life.
- 11.3 The Vice-President Finance and Services shall:
  - 11.3.1 Ensure accountability in financial matters of the GSA Ensure compliance with the Financial Policy of the GSA and the University of Lethbridge.



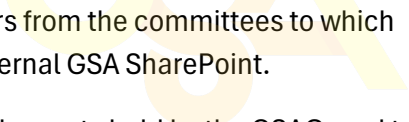


- 11.3.2 Maintain complete and orderly financial records for the GSA.
- 11.3.3 Oversee income to and disbursements from the GSA accounts.
- 11.3.4 Provide a monthly report of the financial standing to the GSAC.
- 11.3.5 Provide a proposed budget and a final budget with outlined amounts for the GSAC
- 11.3.6 Oversee the annual audits and creation of year-end accounting documents.
- 11.3.7 Assist the President with assigned responsibilities.
- 11.3.8 Chair the Award Committee and Budget Committee and be responsible for the
- 11.3.9 At the end of their appointment, the VP – Finance and Services will provide
- 11.3.10 The incoming (or acting) VP – Finance and Services will receive the envelope from the Office Administrator and must change all passwords within 48 hours of the start of their appointment.

## **Bylaw 12 – Duties of the Graduate Students’ Association Representatives**

The Graduate Students’ Association Representatives (GSAR) consist of eighteen (18) positions:

- (3) Arts & Science (1 Social Science, 1 Humanities & 1 Natural Science)
  - (1) Dhillon School of Business (DSB)
  - (1) Education
  - (1) Fine Arts
  - (1) Health Science
  - (1) Indigenous
  - 12.1 ◦ (1) International
  - (1) Calgary Campus
  - (3) Independent Representatives (general graduate representatives)
  - (1) Co-operative Education
  - (1) Sexual Awareness & Inclusion
  - (1) Disability & Accommodated Learning
  - (1) Student Parents
  - (1) Community Engagement
- 12.2 These eighteen (18) graduate representatives are identified as the GSAR.
- 12.3 All Graduate Representatives are required to represent the GSA on a *minimum* of two (2) committees, internal or external.
- 12.4 All Graduate Representatives are to assist with the operations of the GSA by taking on tasks and duties outlined in Bylaw 12.
- 12.5 All Graduate Representatives are to attend orientation programs organized by the GSAC (upon circumstances of scheduling conflict, Graduate Representatives will inform the Vice President Student Life).

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- 12.6 All Graduate Representatives are expected to update the GSAC regarding the affairs from the committees to which they are nominated, in the form of a monthly written report, to be posted on the internal GSA SharePoint.
  - 12.7 All Graduate Representatives are encouraged to attend all social and mental health events held by the GSAC, and to encourage other students to participate.
  - 12.8 The GSAC shall appoint GSA members on an ad hoc basis, when assistance is needed in regard to operational duties. The appointment only happens in the necessity of operational assistance and with the majority vote of the GSAC.

### **Bylaw 13 – Duties of the Office Administrator**

- 13.1 Office Administrator (OA) is a recruited, part-time position, with an annual employment contract. The primary purpose of this position is to assist with the administration and institutional memory of the GSA office and to aid in transition between GSA Executives each year.
- 13.2 The OA position reports directly to the President.
- 13.3 The OA must ensure the efficient day-to-day operation of the GSA office, as per their employment contract, and they are the first point of contact for graduate students either by email or through the office. The OA encourages the continuity of the Association’s mission and supports the work of the GSA Executive Committee.
- 13.4 Attend Council meetings and serve as a non-voting, support member of all Internal GSA
- 13.5 Assist the Vice-President Finance & Services with the day-to-day financial management of the GSA.
  - 13.5.1 The OA will be primarily responsible for payroll management and the transitioning of directors
- 13.6 Assist the Vice-President Student Life with administrative and organization duties to ensure the quality of GSA events.
- 13.7 Perform other duties delegated by the President, Vice-President Student life, and Vice-
  - 13.7.1 Support the GSA Executives through assisting with the development and implementation of special initiatives proposed by the GSAC.
  - 13.7.2 Participate in maintenance of operational and financial policies, in conjunction with the GSA Legislation and Governance Committee.
  - 13.7.3 Assist the GSA Executives with their respective work during high volume times.
  - 13.7.4 Assist the incoming GSA Executive members in duties relating to building relations with the University administration and faculty.
  - 13.7.5 Maintain a list of committees and names of graduate students representing the GSA on those committees and report to the President and VP Student Life with vacancies.
  - 13.7.6 Perform monthly financial reconciliations and share reports with the Vice President Finance.
- 13.7 Other matters as described in the employment contract and OA Job Description.
- 13.8 Review of the OA position mandatorily happens twice a year, at the discretion of the President. If any changes to the wages or benefits in the OA contract are proposed, a majority vote of the GSAC is required to approve.



## **Bylaw 14 - Labour Relations and Bargaining Committee**

### 14.1 Committee Purpose and Membership:

14.1.1 The ULGSA Council will have a labour relations committee constituted of academically employed graduate students.

14.1.2 The committee will be responsible for the administration of labour relations for the academically employed graduate students of the University of Lethbridge.

14.1.3 The committee will have a minimum of five (5) members:

14.1.3.1 The committee members will be responsible for any and all labour relations related issues, including but not limited to: grievances, interpretation of the collective agreement, representation of academically-employed graduate students, negotiating the collective agreement, and conducting information sessions.

14.1.3.2 The chair of the labour relations committee will be elected from the committee membership and will be named an ex- officio member of the GSAC.

14.1.3.3 The chair will conduct all meetings, head the negotiating team, and will be the main contact between the committee and university administration.

14.1.3.4 A member of the Committee will be assigned by the chair to provide written or oral updates for the GSAC on a monthly basis.

14.1.4 For voting purposes, an academically employed graduate student will be defined as such if they are academically employed in at least one semester of an academic year and are still registered in their graduate program.

14.1.5 The labour relations committee is required to hold a minimum of two (2) information gathering and dissemination meetings with academically employed graduate students per year term in office

### 14.2 Collective Bargaining:

14.2.1 The chair of the committee is responsible for overseeing the collective bargaining process in accordance with GSA policies and the terms of reference of the labour relations committee.

14.2.2 Only academically employed graduate students may vote in a referendum pertaining to labour relations.

14.2.3 A majority vote of academically employed graduate students is required to ratify the collective agreement or accept the recommendations of a mediator.

14.2.4 A majority vote of academically employed graduate students is required to determine if said students wish to go on strike.

14.2.5 Only academically employed graduate students can vote on the certification or de-certification of a bargaining unit pursuant to the relevant sections of the Alberta Labour Relations Code.

### 14.3 Bargaining Unit Finances

14.3.1 Any dues, fees, or levies deducted or paid by academically employed graduate students under section 27 of the Labour Relations Code shall be administered by the labour relations committee for the benefit of the academically employed graduate students at the University of Lethbridge.

14.3.2 Those benefits may include, but are not limited to: strike/lockout pay, contract negotiation expenses, information sessions, legal consultations.



## **Bylaw 15 - Speaker**

15.1 The Speaker of the GSA (The Speaker) shall chair all meetings of the GSAC.

15.2 The speaker may be appointed by the GSAEC and needs to be approved by 50% + 1 of the GSAC.

15.3 The Speaker has no vote in the GSAC.

15.4 The speaker must declare any conflict of interest as described in Bylaw 16.

15.5 The speaker is subject to a performance review if requested by any two (2) members of GSAC. The performance review is to be carried out by the Office Administrator, one (1) GSAEC member, and two (2) GSAR members. The review will follow the Speaker Performance Review Template, housed within the Office Administrator files. The recommendations from the performance review must then be presented to GSAC. Based on the recommendations of the performance review, the GSAC may invoke one of the following processes, all of which require a 50% + 1 approval vote by GSAC.

15.5.1 If performance of the Speaker is adequate, the Speaker may continue their role. If minor recommendations or feedback are suggested to the speaker, the President will notify the Speaker of those suggestions.

15.5.2 If performance of the Speaker is inadequate or requires major improvement, the GSAC can place the Speaker on a probationary period (the length of which is to be determined by GSAC). The President will notify the Speaker of the probationary notice and provide feedback to the Speaker on required improvements to retain the role.

15.5.3 If performance of the Speaker is deemed unacceptable, the GSAC may vote for immediate dismissal of the Speaker.

## **Bylaw 16 – Conflict of Interest**

16.1 Members of GSA Council are responsible for disclosing any conflicts of interest, and the Council is subsequently required to establish how to proceed. Failure to disclose conflicts is considered grounds for discipline or dismissal, as per Bylaw 18.

16.2 No member of the GSA may hold both a council position and an executive position.

16.3 GSA Council shall not enter into a contract with any entity in which a member of the Graduate Students' Association Council or their family has a material interest.

## **Bylaw 17 – GSAEC Member Review**

17.1 To ensure accountability and maintain transparency within the operation of the GSA, the President, Vice-President Student Life, Vice-President Finance and Services are subject to undergo a review.

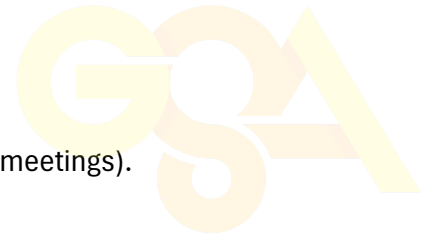
17.1.1 This mandatory review will occur after the individual has held the position for 4 months.

17.1.2 Reviews will be conducted using an online survey. Participation by all GSAC members, except the reviewee, will be mandatory.

17.2 The survey will be tailored to each position, and will be designed to evaluate the individual on:

17.2.1 Capacity to complete the tasks and duties assigned and outlined.

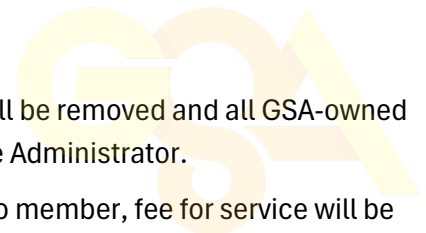
17.2.2 Involvement with the programs or events conducted by the GSAC.



- 17.2.3 Involvement and participation on internal or external committees.
  - 17.2.4 Dedication to the GSAC (attending and participating in monthly Council meetings).
  - 17.2.5 Professional communication and response to emails and requests.
  - 17.2.6 Ability to collaborate with the GSAC members and OA.
- 17.3 GSAC members will receive the link to each review survey via their ULethbridge e-mail addresses and will have two (2) weeks to complete each review survey.
- In the case of the President's Review: Once responses have been received, the OA will work in conjunction
- 17.3.1 with a selected external individual, and either of the Vice-Presidents, to create a fair summary document (anonymizing individual sources) to be provided as a comprehensive source of feedback.
    - 17.3.1.1 Within two (2) weeks after GSAC members have submitted responses, the OA will meet with the President and gain written acknowledgement that the fair summary document has been read in full. This written acknowledgement will concurrently notify the President of the areas in the fair summary wherein improvements are required.
- In the case of both Vice-Presidents' Review: Once responses have been received, the OA will work in
- 17.3.2 conjunction with a selected external individual, and the President to create a fair summary document (anonymizing individual sources) to be provided as a comprehensive source of feedback.
    - 17.3.2.1 Within two (2) weeks after GSAC members have submitted responses, the OA will meet with the Vice-Presidents and gain written acknowledgement that the fair summary document has been read in full. This written acknowledgement will concurrently notify the Vice-President of the areas in the fair summary wherein improvements are required.
- 17.4 If required changes do not appear to be met by any individual (within one (1) month following the debrief meeting), an ad hoc review committee can be established for the purpose of discipline, as outlined in Bylaw 18.

## **Bylaw 18 – Discipline of GSAC Members via an ad hoc Committee**

- 18.1 The formation of an ad hoc committee can be done at any time for the purpose of disciplining a GSAC member and can start under the request of any GSAC member, or the Office Administrator. The committee will be established with the majority vote of GSAC. Grounds for the formation an ad hoc committee include: A member has received a letter of performance warning and has not made the necessary changes within the specified period in bylaw 17, or an emerging issue that must be dealt with urgently pertaining to a breach in the University of Lethbridge Code of Conduct.
- 18.2 Individuals who do not meet minimum GSAC membership requirements, who do not complete their outlined duties as per the bylaws, or those who do not satisfactorily meet the recommendations identified during the review process outlined in Bylaw 17, will be subject to a progressive discipline process.
  - 18.2.1 Should GSAC find the member to have not met the recommendations, in the specified time period, as outlined in the letter of performance warning, the member may be removed from a set specific committee and/or the GSAC, as determined by a majority 2/3 vote of GSAC.



18.2.1.1 Upon removal from the Council, all titles of the individuals will be removed and all GSA-owned materials (keys, laptops, etc.) will be transferred to the Office Administrator.

18.2.1.2 In the event of the removal of an executive, or a paid ex-officio member, fee for service will be negotiated within the GSAC based on the level of task completion while the member was on council (i.e., the removed party may not receive a fee for service when their duties were completed by others).

18.3 Members of the GSAC may leave their positions by three methods:

18.3.1 Members may request to leave for personal/medical or other private reasons (must inform the Executive Council).

18.3.2 Members may be asked to resign their position after the review process identifies a lack of commitment to the GSAC and its goals.

18.3.3 Members may be removed if they are no longer a registered graduate student at the University of Lethbridge (must inform the Executive Council).

18.4 In the case of the executive committee members: A failure to make the required improvements identified during the review process outlined in Bylaw 16 may result in the removal of the individual from all boards and committees on which the member represents the GSA and discontinuation of their fee for service (director's fee).

18.5 The suggestion to remove a Representative from the GSAC will be brought to the Council by the Executive Council and requires three-fourths (3/4) vote to approve the removal of the member.

18.6 The suggestion to remove a Representative from the GSAC will be brought to the Council by the Executive Council and requires three-fourths (3/4) vote to approve the removal of the member.

18.7 Any individual who acts in conflict with the Code of Conduct of the University of Lethbridge and the Bylaws or guidelines of the GSA will be removed immediately (not requiring any vote from the GSAC).

18.8 In the event that the entire GSAEC is under review for related issues, the GSAC invites the Dean of the School of Graduate Studies, or the Associate Dean of the School of Graduate Studies, to chair the relevant review committees.

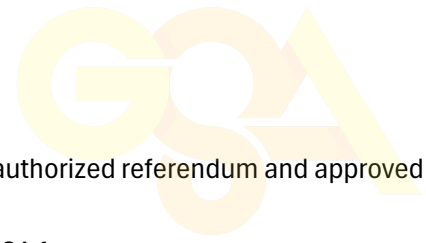
## **Bylaw 19 – Confidentiality**

19.1 All GSAC members are required to sign a Confidentiality Agreement that complies with GSA Bylaws and Policies upon starting their term.

19.2 The policies surrounding the maintenance and handling of Graduate Students' Association records are outlined in the Operating Policies which follow these Bylaws.

## **Bylaw 20 – Establishing a Committee**

20.1 GSAC may create Standing or ad hoc committees as needed for the efficient execution of GSA affairs. The motion to establish a committee must specify the terms of reference of the committee, the membership of the committee, and (except in the case of a Standing Committee) the date or event that shall lead to the dissolution of the committee.



## **Bylaw 21 – Fees**

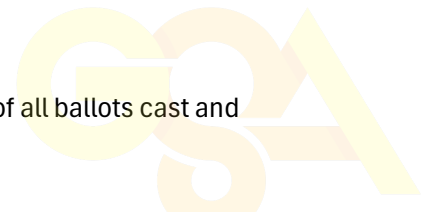
- 21.1 All full-time and part-time graduate students will pay fees as determined by a duly authorized referendum and approved by the University of Lethbridge Board of Governors.
- 21.2 A student is a GSA member, as defined in Bylaw 2, upon payment of the following GSA fees:
  - 21.2 Operating fee
- 21.3 In addition to GSA fees, students may have to pay for
  - 21.3.1 Health Plan Policy;
  - 21.3.2 Dental Plan Policy.
    - Payment of the Health Plan and Dental Plan fee is subject to the rules and regulations stipulated
    - 21.3.2.1 by the University of Lethbridge Students' Union, in their Master Constitution and Bylaws documents.
  - 21.3.3 GSA U-Pass Fee:
    - 21.3.3.1 Payment of the GSA U-Pass fee is subject to the rules and regulations stipulated by the City of Lethbridge, found on the GSA website.
- 21.4 In this section, the classifications of graduate students used will have meaning as established by the University.
- 21.5 Each full-time graduate student will pay the following fee per semester:
  - 21.5.1 Operating fee
    - Increases in the GSA Operating Fee may be approved by GSAC if they do not exceed a Consumer Price Index increase. If an increase greater than 10% of the current fees is deemed required by
    - 21.5.1.2 the GSAC the increase must be passed by a duly authorized referendum and approved by the University of Lethbridge Board of Governors.
- 21.6 Each part-time graduate student will pay the following fee per semester:
  - 21.6.1 50% of Operating Fee

## **Bylaw 22 – Election, Referendum and Plebiscite**

- 22.1 The GSA by and with the authority granted in accordance with the Post-Secondary Learning Act of the Province of Alberta enacts annual elections, as outlined in Operating Policy 17 and referendums and plebiscites as outlined in Operating Policy 18.

## **Bylaw 23 – Bylaw Amendatory Process**

- 23.1 Amendments to the Bylaws or Policies of the GSA may be made by the GSAC except when:
  - 23.1.1 The proposed amendment affects GSA fees by an increase of more than CPI per annum; or,
  - 23.1.2 A motion of the proposed amendment is not approved by a minimum of two thirds (2/3) of the GSAC; or,
  - 23.1.3 The proposed amendment amends a Bylaw or Policy made by referendum
- 23.2 If any of the conditions described in Bylaw 23.1 exist, the proposed amendment must be approved by a referendum of the GSA membership through the following process:
  - 23.2.1 The proposed amendment must be first presented at a Town Hall meeting for discussion and,
  - 23.2.2 The proposed amendment(s) must be approved by a referendum of GSA members, in which:
  - 23.2.3 The proposed amendment(s) are written, in full, as originally posed in the referendum in question and,



23.2.4 The proposed amendment is supported by a minimum of one half (1/2) of all ballots cast and

23.2.5 A minimum of five (5%) percent of all members of the GSA cast ballots.

23.2.6 Any amendment to the Bylaws or Operating Policies by referendum must be noted as such in the Master Bylaws and Policies documents, with reference to the date the amendment was enacted, effective, or both.

23.3 Any proposed amendment to the Bylaws and Operating Policies that meets the conditions described in Bylaw 23.1 must be posted for at least two (2) weeks, in a manner accessible to members of the GSA, before any vote on the amendment may take place.

## **Bylaw 24 – Financial Accountability**

24.1 The GSA will maintain good standing and legal status in accordance with the internal Operating Policies, Canada Revenue Agency and with the Board of Governors at the University of Lethbridge.





# OPERATING POLICIES

Originally established 2015-2016  
Amendments approved August 2024



## **Policy 1 - Budget & Finance**

### **The Graduate Students' Association Council (GSAC) shall:**

- 1.1 Maintain two bank accounts, as follows:
  - 1.1.1 One community account for GSAC expenses, spending and grants.
    - 1.1.2.1 Only (3) voted executives have full access to this account, this includes the ability to deposit funds and see the account balance; the OA will only have the ability to deposit funds in the account.
    - 1.1.2.2 The Office Administrator will only have the ability to deposit funds into this account.
  - 1.1.3 One savings account, where:
    - 1.1.3.4 The principle plus ten (10) percent of the interest from the previous fiscal year will remain in the account for future growth unless decided otherwise by a 50% + 1 Council vote;
    - 1.1.3.5 The monthly charge will be covered by the high interest account;
    - 1.1.3.6 A minimum of fifteen (15) percent of the previous fiscal year's carry forward amounts shall be transferred into the high interest savings account for future growth
    - 1.1.3.7 Spending from the savings account must be authorized by the Vice- President Finance and Services and one (1) other executive with signing authorities to the GSA accounts.
- 1.2 GSAC is responsible for the approval of an annual budget for the period from May 1 to April 30 of the following year, to be completed by August 20.
- 1.3 GSAC will review and approve all budgets, as appropriate, proposed by GSA Committees or the GSAEC.
- 1.4 GSAC is responsible for approving all investment decisions of the GSA.
- 1.5 GSAC will authorize the purchase or repair of all GSA assets.
  - 1.5.1 If repair costs exceed amounts allocated in the approved budget, a suitable course of action must be determined at a GSAC meeting.
  - 1.5.2 If repairs to an asset, valued at \$500 or more, exceed 60% of the replacement cost, a suitable course of action must be determined at a GSAC meeting.
- 1.6 Approve all contracts for the purchase of goods or services.
- 1.7 Will not approve any expenditure of funds that will place the GSA in a deficit situation during the current year.
- 1.8 Ensure that the financial records of the GSA are audited annually by September's GSAC meeting in accordance with Bylaw 24.
- 1.9 Have three signing authorities, the signature of any two of which shall be required to authorize payments by the GSA. These signing authorities shall be GSA Executive members.
  - 1.9.1 In the event where there are only two or less members of the Executive Committee, GSAC will temporarily appoint additional members from the Council as signing authorities.
- 1.10 Produce an up to date financial summary by April's GSAC to be passed on to the next Council.
- 1.11 To ensure security of GSA account information.
  - 1.11.1 Upon introduction of a new VP Finance & Services, the outgoing VP Finance & Services must provide a paper copy of all relevant credentials required to perform the VP Finance & Services role. The incoming VP Finance & Services is required to change all password credentials within 48 hours of this transition.
  - 1.11.2 Throughout the term, it is the responsibility of the VP Finance & Services to change passwords as needed.



## **Policy 2 - GSA Credit Card**

- 2.1 The GSA will maintain one credit card.
  - 2.1.1 The VP Finance will be the primary account holder.
- 2.2 The following officials will have access to a GSA credit card:
  - 2.2.1 The President
  - 2.2.2 The VP Academic & Student Life
  - 2.2.3 The VP Finance
  - 2.2.4 The Office Administrator
- 2.3 GSA credit card is intended only for expenditures incurred in line with the GSA Bylaws, Policies, and the GSAC approved budget(s).
- 2.4 GSA credit card may be used only to pay for the following:
  - 2.4.1 Expenditures approved by the GSA Council, such as those approved through the annual budget
  - 2.4.2 Expenditures approved by the Executive Council
- 2.5 Each purchase on a GSA credit card must be accompanied by an itemized receipt
  - 2.5.1 or purchases made in Lethbridge, receipts must be submitted to the GSA Office Administrator within three (3) business days; or
  - 2.5.2 or purchases made outside of Lethbridge, receipts must be submitted to the GSA Office Administrator within three (3) business days of the credit card holder's arrival in Lethbridge.
- 2.6 All individuals who have access privileges to the GSA credit card shall be held personally responsible for the amount of any purchase made with a GSA credit card that:
  - 2.6.1 Is not permitted by 2.4. of this policy;
  - 2.6.2 Is not accompanied by appropriate documentation as indicated by 2.5. of this policy;
  - 2.6.3 Has been deemed inappropriate by the GSA Council
- 2.7 Statements of account for a GSA credit card shall be directed to the GSA office and reviewed by the GSA VP Finance & Services; and
  - 2.7.1 The GSA VP Finance & Services shall bring to the attention of the GSA Council and to either of the VP Student Life or the President any charge to a GSA credit card that:
    - 2.7.1.1 Is not an allowable expenditure as indicated by 2.4 of this policy; or
    - 2.7.1.2 Is not accompanied by appropriate documentation as indicated by 2.5 of this policy.
- 2.8 Vice-President Finance and Services will pay any outstanding balance on the credit card in full monthly.
- 2.9 Members of the GSA Council may request justification for any purchase made with a GSA credit card.
- 2.10 The GSA Council may revoke access to the credit card should any officer misuse the card.
- 2.11 The GSA credit card must be returned to the GSA office as soon as practical after use.
- 2.12 The GSA credit card is not intended for personal use;
  - 2.12.1 Personal use may be grounds for disciplinary action as per 2.10.
- 2.13 GSA credit card will be locked in a safe place (within the GSA office).



## **Policy 3 - QIP Account**

- 3.1 The GSA has a Quality Initiatives Program (QIP) account to fund student initiatives, which is a budget allocation from the University of Lethbridge
- 3.2 If untouched, all unspent funds carry-forward from the account passes on to the next fiscal year.
- 3.3 The QIP funds are intended to be used on one-time expenses and cannot be used to cover any operating expenses. Examples of uses: the GSA Multidisciplinary Research Conference, new student orientations, etc.
- 3.4 The GSA must provide an account of all QIP funds spent (either ongoing annual transfers or onetime event funding) at the end of each fiscal year (April 30th) to the Manager of Financial Reporting for University Financial Services.
- 3.5 All QIP proposals must be submitted to the U of L finance department at the beginning of August of their term year or at least 3 months before the event in case of summer and September events. Proposals should include estimated costs of the event expenses. Another QIP report must be submitted to U of L finance department within three weeks after the event with actual amount spent.

## **Policy 4 - Petty Cash**

### **Petty Cash Management**

The GSA will hold a \$50 petty cash fund to be used for expenses relating to the day- to-day operations of the GSA office.

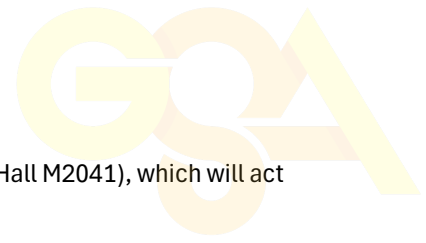
- 4.1 The Office Administrator (OA) will be designated as the manager and controller of the petty cash fund and is responsible for the record keeping reconciliation and reimbursement request of the fund.

### **Fund Operation**

- 4.2 GSAC members who have paid out of pocket for supplies used in GSA business, events or office management, in accordance with 4.3 below, will submit the original receipt to the OA. The OA will review the expense and facilitate reimbursement from the petty cash. In the event the OA requires remittance, the receipt will be submitted to the GSA President for approval and reimbursement.
  - 4.2.1 A reconciliation of the Petty Cash fund will be carried out monthly by the OA. Any shortages will be reported to and investigated by the GSAEC. Any unexplained shortages will be the responsibility of the OA.
  - 4.2.2 When petty cash dips below \$10, the OA will request replenishment from the GSAEC. The fund, with receipts and payout log, will be reviewed by the GSAEC and replenished to bring the fund back to \$50.

### **Eligible Expenditures**

- 4.3 Eligible expenditures are related to the day-to-day operation of the GSA office that are immediate and small enough to not require approval from the GSAC.
  - 4.3.1 Eligible expenditure includes office supplies including, but not limited to, staples, paperclips, Post-It notes, pens, paper etc.
  - 4.3.2 Petty cash may also be used to purchase immediate need small budget items including, but not limited to, tissues, restocking of the First Aid kit, stamps, etc.
  - 4.3.3 Petty cash may not be used for any of the following:
    - 4.3.3.1 Travel expenditures
    - 4.3.3.2 Equipment purchases
    - 4.3.3.3 Personal loans or salary advances
    - 4.3.3.4 Cheque cashing for employees or students
    - 4.3.3.5 Parking tickets or fines



## **Policy 5 - Office Supplies**

- 5.1 The Graduate Students' Association (GSA) will operate in a designated office area (Markin Hall M2041), which will act as an informational and meeting center as well as handle daily business activities.

### **Computer(s)/Phone(s)**

- 5.2 No persons other than the GSAEC members, the OA, or others who may be approved by the Council from time to time shall be permitted to use the office computer(s)/ phone(s).
- 5.2.1 Absolutely no personal long-distance calls, including collect calls, are to be charged to the Graduate Students' Association.

### **Office Equipment & Supplies**

- 5.3 All uses of Graduate Students' Association office equipment or supplies should be related to Graduate Students' Association business. Each person must be able to produce a receipt for any submitted purchases. Use of equipment and supplies for Graduate Students' Association matters has first priority.
- 5.4 Any major alterations to the office requiring a contractor or facilities manager, or costs outside of proposed budget for that fiscal year, will be presented to the Graduate Students' Association Council prior to any financial transactions.
- 5.5 All technology that is purchased with GSA funds (computers, laptops, ipads, etc.), belongs to the GSA and must be:
- 5.5.1 taken care of and only removed from the GSA office for GSA business. Any damage to GSA technology will require written explanation, and will be handled by the GSAEC and the OA.
- 5.5.2 returned to the GSA office at the conclusion of the GSA business, and must be returned to the office/OA at the end of the executive member's term in office.

### **Mail Delivery**

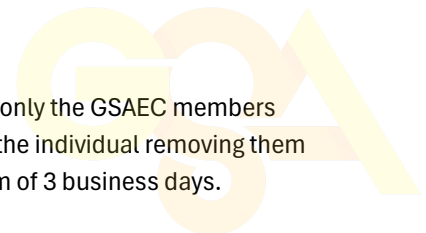
- 5.6 All mail will be delivered to the office (M2041) and only a GSAEC member may open incoming Graduate Students' Association mail (excluding those items marked "personal and confidential" or those items appearing to be of a personal nature). If required, a photocopy may replace the original file, so that all correspondence is available for future reference.
- 5.6.1 All outgoing mail must be sealed before being placed in the outgoing mail pile. Graduate Students' Association mailing stationery should not be used for personal use at any time.

### **Office Keys**

- 5.6 The Graduate Students' Association Office Administrator will sign all key requests and manage the four (4) sets of Graduate Students' Association office keys. Additional copies of keys can be obtained from the University of Lethbridge Facilities Office if needed.
- 5.6.1 One set of keys will remain with the OA. The remaining (3) sets will be assigned to the executive committee members for the year. All GSAEC members are authorized to receive any keys that are necessary to the execution of their duties. The OA will manage the transfer of keys if and when the GSAEC transitions. GSAEC members shall and will transfer the office key(s) that they possess to the new members who take their positions in the last business day of their term in office.
- 5.6.2 The incoming President will set a new key code for any common graduate student areas needing a door key code for the new council year.

## **Policy 6 - GSA Records Maintenance**

- 6.1 The cloud server space assigned by the University to the GSA shall be used as the primary storage of GSA data. All primary GSA documents should be stored in this server space, and paper documents will be scanned and also physically stored. The office administrator is responsible for the maintenance and weekly update of the stored documents. The Executive Committee has editing and viewing access to the server.

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- 6.2 The GSA paper documents are stored in the locked cabinets located in the GSA office, and only the GSAEC members and the OA have access. When any of these documents need to be taken out of the office, the individual removing them needs to fill in the sign-out sheet, and the documents should be returned within a maximum of 3 business days. Exceptions may be made upon the approval of the GSAEC.
- 6.3 All GSA executives, the OA, and ex officio members, shall use their assigned GSA email addresses to handle GSA matters; all GSA representatives shall use their ULeth email addresses to handle GSA matters.

### **Filing & Records**

- 6.4 The filing system shall include personnel, financial, internal, and external files, and will be maintained by Graduate Students' Association Office Administrator. At least three years of records shall be maintained in the office filing system; older files may be archived as necessary.
- 6.5 Copies of all official outgoing Graduate Students' Association correspondence must be kept on file. Graduate Students' Association official correspondence, not protected by a confidentiality clause, shall be made available to all GSAC members to acquaint them with all actions of the Graduate Students' Association.

### **Confidential Records**

- 6.6 The Graduate Students' Association OA shall maintain all confidential records of the Graduate Students' Association, which must be stored in a locked cabinet when the OA, or the GSAEC, is not in the office. Such records include:
- 6.6.1 Any contracts, pertinent correspondence, information, and personnel reviews.
  - 6.6.2 Any documentation applicable to awards or letters containing financial records.
  - 6.6.3 Any documentation regarding student affairs.
  - 6.6.4 All password information associated with the GSA affairs.
- 6.7 All confidential records must remain in the Graduate Students' Association office. Exceptions may be made in compliance with policy 6.2.

### **Policy 7 - Preparation of Agendas**

- 7.1 The President and the Office Administrator shall be responsible for the preparation of an agenda for all GSAC and GSAEC meetings.
- 7.2 Items for inclusion on the agenda must be submitted to the President or the Office Administrator a minimum of 48 hours in advance of the scheduled meeting; if a meeting is called with less than 48 hours' notice, the President shall set a submission deadline that is feasible for all members.
- 7.3 The meeting agenda must be distributed to all members a minimum of 24 hours in advance of every scheduled meeting.
- 7.4 Any alterations to the agenda prior to the meeting will be called upon prior to the commencement of the meeting in accordance with Robert's Rules of Order.
- 7.5 GSAC members shall submit issues/suggestions/information to the Office Administrator in order to be included in the agenda.

### **Policy 8 - Expenses Reimbursement**

- 8.1 Any individual traveling on behalf of the GSA, and on business related to the GSA, shall use the least expensive of the following options, and be reimbursed the costs as indicated. Time restrictions should be taken into consideration when selecting the most cost-effective mode of transportation.
- 8.1.1 Personal Vehicle ("option A")
    - 8.1.1.1 Travel outside City of Lethbridge corporate limits shall be reimbursed at a rate equal to the University of Lethbridge travel policies.
    - 8.1.1.2 Other than the rate per kilometer, the owner of the vehicle is not to receive any other form of compensation for use of their vehicle.

- 8.1.1.3 The owner of vehicle and any passengers travel at their own risk and under their own personal insurance.
- 8.1.1.4 The owner of the vehicle is to carry a minimum of \$1,000,000 third- party liability insurance and is personally responsible for any collision coverage.
- 8.1.1.5 Whenever possible a single vehicle is to be used when multiple representatives are traveling.
- 8.1.2 Rental Vehicle (“option B”)
  - In the event a personal vehicle is not available, or is not suitable (due to size etc.), or the daily or weekly rate, plus mileage charge, is estimated to be less than option A, a rental vehicle will be considered to be an acceptable travel expense.
  - 8.1.2.1
  - 8.1.2.2 In the case of a rental vehicle, 8.1.1.1-8.1.1.5 still apply.
- 8.1.3 Public Transportation – airplane, bus, or taxi (“option C”)
  - 8.1.3.1 Whenever possible economy or student rates are to be obtained.
    - Arrangements are to be made in advance to obtain the best rate. Any increase in cost caused by delay on the part of the individual will be required to be repaid unless GSA Council approval is obtained for the additional expense.
  - 8.1.3.2

8.2 Daily living expenses – Per Diem. It is the intent of this policy to cover the expenses of an individual who is required to attend to GSA business outside City of Lethbridge corporate limits and is unable to return to their place of residence during mealtimes. If meals are not provided at the individual’s accommodation or meeting venue, an expense claim will be allowed, in the amount determined by the University of Lethbridge per diem policy. Receipts are not required to be provided. Alcoholic beverages are excluded.

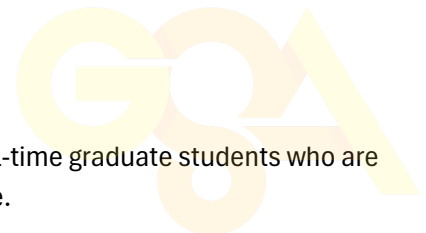
8.3 If any advance is required for travel, a request should be submitted to the VP Finance and Services at least five days before the date of departure. It is the traveler’s responsibility to furnish details in ample time for the advance to be granted. Receipts are required for all expenses, if a receipt is lost, members must follow the "lost receipt" procedures. Written reports must contain dates covered, kilometers traveled (if required for reimbursement) and expenditures. Receipts must be dated and issued by the vendor/service provider.

8.4 If any GSA related expenses are incurred by individual council members, receipts documenting the costs should be submitted to the VP Finance and Services for reimbursement. If receipts are lost or misplaced credit card statements or bank records (debit purchase) can be used. If a receipt was lost for a cash purchase, a detailed expense reimbursement form should be filled out, requiring two members of the Executive to sign off on the expense.

- 8.4.1 Expense reimbursement forms shall be submitted within two (2) weeks of the purchase. The GSAEC reserves the right to use their discretion on whether or not to honour the submission, should the two (2) weeks timeline not be met.

## **Policy 9 - GSA Study Carrel Space Assignment**

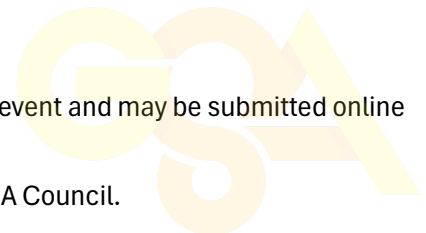
- 9.1 Applications for the GSA Study Carrel Space will be made available online via the GSA website or, in extenuating circumstances, by e-mail.
- 9.2 Study Carrels applications will be valid for the period of one year from the date of application.
- 9.3 Completed online applications are collected by Office Administrator to be reviewed and signed by the Vice-President Student Life.
- 9.4 If there are more applications than available Carrel Spaces, the applications will be brought to the GSA council meeting for review and final allocation.
- 9.5 The student must provide the Cash Office with a deposit in order to get a key to the carrel.
- 9.6 The student is responsible for using the Study Carrel Space in accordance with the University of Lethbridge Policies and Guidelines and the GSA Policies.



## **Policy 10 - GSA Awards & Bursaries**

- 10.1 The GSA Travel Award was established by the GSA to assist with travel costs for full-time graduate students who are presenting at an internationally recognized conference within Canada or elsewhere.
- 10.1.1 The conference must be attended within the academic school year of the application and the student must have been admitted to their graduate program of study at the U of L prior to the conference.
  - 10.1.2 May only receive this award once per degree level.
  - 10.1.3 Twenty-four (24) awards of \$500 are given out in a 12-month period, 6 in each Spring and Fall semesters, and 12 in summer semester.  
The award is dispersed by the Office of Student Finance and Scholarships and is directly funded first through an endowment established by the GSA, then the remainder through annual transfers from the GSA QIP account.
  - 10.1.4
- 10.2 The GSA Student Service Award was established by the GSA to recognize service by graduate students to the University and Graduate student community.
- 10.2.1 An essay and the confirmation of volunteer/community service are required.
  - 10.2.2 All full and part-time students are eligible, except for students serving as a GSA Executive or Council Members.
  - 10.2.3 Twelve (12) awards of \$500 are given out in Spring semester.
  - 10.2.4 The award is dispersed by the Office of Student Finance and Scholarships and is directly funded through annual transfers from the GSA QIP account.
- 10.3 The GSA Research & Publication Bursary was created by the GSA in recognition of the financial challenges faced by students to pay for research. It is meant to help offset the ancillary cost of the graduate students' research.
- 10.3.1 Students who demonstrate good academic standing, financial need and meet relevant requirements for current research activity should apply.
  - 10.3.2 All full and part-time students are eligible.
  - 10.3.3 May only receive this award once per degree level.
  - 10.3.4 Four (4) awards of \$500 are given out in 2 in the Spring and 2 in Fall semester.
  - 10.3.5 The award is dispersed by the Office of Student Finance and Scholarships and is directly funded through annual transfers from the GSA QIP account.
- 10.4 The GSA Graduate Student Teaching Award was created by the GSA in recognition of exceptional graduate teaching assistants.
- 10.4.1 All full and part-time students who hold an academically-employed Graduate Assistant (Teaching) Position within the current academic year are eligible.
  - 10.4.2 May only receive this award once per degree level.
  - 10.4.3 A minimum of (3) awards of \$500 are given out annually at the AGM during the Fall semester.
  - 10.4.4 The award is dispersed by the Office of Student Finance and Scholarships and is directly funded through annual transfers from the GSA QIP account.
- 10.5 The GSA Student Event Financial Assistance Award was created to support GSA members in planning academic or social events. To be considered for financial assistance, an event must contribute to the advancement of the GSA's mandate.

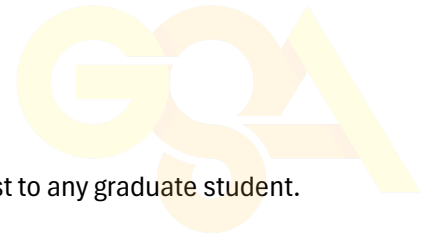




- 10.5.1 Applications must be received at least two weeks before the date of the event and may be submitted online to gsa@uleth.ca.
- 10.5.2 Funding applications will be considered on an individual basis by the GSA Council.
- 10.5.3 Any one group may apply for this funding a maximum of one time per GSA Council term (defined as: May to April the following year).
- 10.5.4 GSA funding cannot be used to cover any expenses associated with alcohol.
- 10.5.5 Depending upon the nature of the event, attendees may be required to sign waivers of responsibility before funding is provided.
- 10.5.6 The maximum amount that will be awarded for any event is the lesser of \$500 or 50% of the budgeted cost of the event. Six (6) awards of \$500 can be given out during a GSA Council term.
- 10.5.7 The Student Event Financial assistance will be funded by the GSA annual budget and will be in the form of a cheque.

10.6 The GSA Student Emergency Bursary was created to support members that find themselves in an unexpected situation that causes them to be in a state of financial emergency.

- 10.6.1 The student must be enrolled in Graduate Studies at the U of L during the semester of application.
- 10.6.2 The student must be able to demonstrate financial hardship.
- 10.6.3 For the purposes of this bursary the definition of 'emergency' will be: an unplanned event, which causes the student to be in a state of financial stress that impedes the student from meeting their basic needs (food, clothing, shelter).
- 10.6.4 This bursary is not to cover the costs for registration, books, tuition, fines or other debts to the University.
- 10.6.5 The selection and decision process for the award is administered by the GSA Award Committee, as outlined in Policy 21.
- 10.6.6 Once an application is filled out and submitted to the GSA the application will be reviewed by the GSA Award Committee. The student may be asked to provide additional information to the committee including, but not limited to: copies of bank statements, bills, any other applicable notices and financial records.
- 10.6.7 Following the chair putting the application and respective motion in front of the Awards Committee, the committee will decide upon granting of the bursary within 48 hours. If it is decided that the bursary is not the suitable course of action for the student in question, other courses of action/sources of funding may be recommended for the student to pursue (i.e. Advances from the SGS, other bursaries, awards, etc.)
- 10.6.8 If approved for the bursary, a cheque will be written to the applicant and a time scheduled for the cheque to be picked up at the GSA office. In the event the student is from out of town, the cheque will be mailed express to the address the applicant indicates.



## **Policy 11 - GSA Listserv & Anti-Spam Policy**

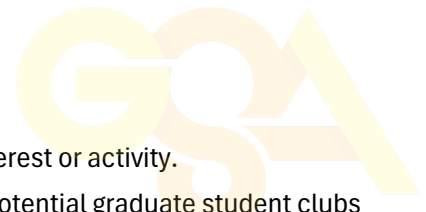
- 11.1 The purpose of the GSA listserv is to disseminate information that may be of interest to any graduate student.
- 11.2 The office administrator is responsible for designing an appropriate disclaimer for all notices.
- 11.3 All e-mail communication must abide by the University of Lethbridge code of conduct and adhere to the principles of professionalism and mutual respect.
- 11.4 Based on The Canadian Anti-Spam Legislation (CASL), the GSA will comply with the following, when the GSA uses electronic channels to communicate with members:
  - 11.4.1 Providing a signature at the bottom of every electronic message stating whom the sender is, including: name, address and other contact information.
  - 11.4.2 Providing a standardized line at the bottom of each message stating that the recipient of the message can unsubscribe and no longer receive message from the GSA.

## **Policy 12 - GSA Website**

- 12.1 The purpose of the GSA website is to disseminate information that may be of interest to any graduate student, and promote the Association's mission.
- 12.2 The Office Administrator is responsible for creating the content of the GSA website.
- 12.3 The Office Administrator is responsible for maintaining, updating the GSA website and providing regular reports to the VP Student Life, and the President.
- 12.4 All content of the GSA website must abide by the University of Lethbridge code of conduct and adhere to the principles of professionalism and mutual respect.
- 12.5 In the case of technical difficulties, the Office Administrator shall notify the VP Student Life, or the President (in urgent cases), who shall decide a course of action.

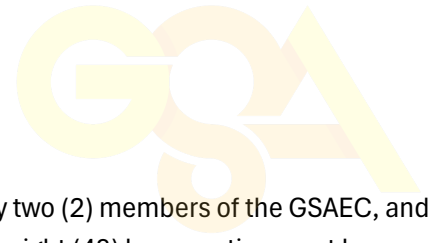
## **Policy 13 - U-Pass Program and Opt-out**

- 13.1 The U-Pass is provided by the University of Lethbridge to graduate students through an agreement between the GSA and Lethbridge Transit.
  - 13.2 An opt-out period is scheduled at the beginning of the fall and spring term (with a deadline set to match the Health and Dental opt-out). Information Technology administers use a web- based opt-out system. To determine if you are eligible to opt-out of U-Pass, please refer to the GSA or ULSU U-Pass webpage.
    - 13.2.1 If you are eligible to opt-out, this is done through the Bridge.
    - 13.2.2 If you have exceptional circumstances that don't meet the listed opt-out criteria, please email [gsa@uleth.ca](mailto:gsa@uleth.ca) for further information.
- 13.3 Visiting graduate students and those who begin over the summer are able to opt- into the U-Pass program and can activate their U-Pass . These fees will not be pro- rated.



## **Policy 14 - Graduate Student Clubs**

- 14.1 A “club” refers to an association or organization centralized around a particular interest or activity.  
The GSA provides ratification of graduate student clubs under their insurance. All potential graduate student clubs
- 14.2 require approval and ratification by the GSA, as confirmation of coverage through the GSA insurance before their application(s) can be processed.
- 14.2.1 The GSA has the authority to ratify or deny any student clubs.
- 14.2.2 At least five (5) members of all Clubs must be current graduate students at the University of Lethbridge
- 14.3 The Graduate Student Club must provide proof of an elected executive in the form of meeting minutes appointing new club executive members, and designating them as having signing authority. These individuals will have signing authority for any bank account they may wish to establish.
- 14.4 Upon receipt of the club application and the meeting minutes referenced in 14.3, the GSA will then provide a letter acknowledging the club as a ratified organization under the GSA and approving the official signing authority
- 14.4.1 Steps 14.3 – 14.4 need to be completed on an annual basis at the beginning of the club council term and submitted to the GSA, along with the Club’s annual report as defined in the GSA by-laws.
- 14.4.2 The GSA may request financial reports from any club at any time and the club must provide these reports within one month of the request or face de-ratification.
- 14.5 In order for a Club to remain in good standing with the GSA, there must be at least 5 graduate students. Membership is open to all students attending the University of Lethbridge, all faculty and staff at the University of Lethbridge, as well as community members of Lethbridge.
- The size and duties of the club executives must be defined for all positions and follow the following criteria:
- 14.5.1
- At least three (3) positions elected by the members of the club
  - All executives will be current students from the University of Lethbridge
  - At least two (2) executives will have signing authority for the clubs’ finances
- 14.6 Clubs are active for the academic term (Sept – August), and will undergo annual ratification between July 1– September 30th (inclusive). Ratification will involve the election of the club executives for the term.
- 14.7 Club fundraising and sponsorship solicitation must be coordinated with GSAEC. This ensures there is no doubling up of funding requests University departments.
- 14.7.1 Clubs can assess a membership fee of no more than \$10 CAD/per member/per year, which will be approved with the annual ratification. If the GSAC deems the membership fee to be too high or unnecessary the Club may be asked to justify the membership fee. Where justification is not sufficient the GSAC holds the right to waive or reduce the fee.
- 14.8 Clubs may name themselves so long as they DO NOT incorporate names or acronyms of 3rd parties (example – the “BBC Broadcast supporters Committee” would require formal authorization from the BBC), replicate the name of clubs or societies which are already registered under the Societies Act of Alberta, or violate any University policies, liquor policies, or copyright laws.
- Clubs may create a logo so that it follows the following criteria:
- 14.8.1
- Uniqueness
  - Does not include any 3rd party materials
  - Follows all copyright rules (i.e. images used from the web must comply)
- 14.8.2 Logos must be approved by the GSAC before the Club can use it officially.



## **Policy 15 - Meeting Attendance**

### **GSA Executive Committee Meetings:**

- 15.1 GSAEC meetings shall be held once a month or at the call of the President, or of any two (2) members of the GSAEC, and be held at least (4) business days before the monthly GSAC meetings. At least forty-eight (48) hours notice must be provided to all members, except in the case of emergency meetings, when twenty-four (24) hours notice shall be sufficient.
- 15.2 All the GSAEC members are expected to attend all GSAC meetings
  - 15.2.1 If a GSAEC member cannot attend the meeting, written notice shall be provided to the President one week prior the scheduled meeting time. The President shall provide the written notice to either VP if they cannot attend the meeting.
  - 15.2.2 If any GSAEC member misses two (2) GSAEC meetings in total without prior notice, an ad hoc Committee should be established in accordance with Bylaw 18.

### **GSA Executive Committee Meetings:**

- 15.3 All the GSAC members, as well as the speaker, are expected to attend all GSAC meetings.
  - 15.3.1 If a GSAC member, or the speaker, cannot attend the meeting, a written notice shall be provided to the or OA one week prior to the scheduled meeting time.
  - 15.3.2 If any GSAC member, or the speaker, misses two (2) consecutive GSAC meetings, or three (3) GSAC meetings in total, an ad hoc Committee should be established in accordance with Bylaw 18.
- 15.4 In the case of missed meetings due to medical and/or family emergencies, or per-arranged academic scheduling, the GSAEC reserves the right to decide what action should be taken.

## **Policy 16 - GSAC E-Motions**

- 16.1 An e-motion may be used:
  - 16.1.1 To deal with Items for Action that is deemed by the President or, another Executive Committee member, to require action prior to the next scheduled Council meeting, but are not deemed to require an emergency meeting.
  - 16.1.2 All e-motions still require an identified mover and seconder.
  - 16.1.3 E-motions shall be administered by email. The OA shall be designated to receive and record the votes of GSAC members. All E-motions will be compiled and recorded in an annual summary document from May to April.
  - 16.1.4 Quorum is still required to pass an e-motion.
  - 16.1.5 The President may only vote to break a tie, or for motions from GSA committees on which they sit, but are not the chair.
  - 16.1.6 Votes are considered valid only if they come from the voter's ULeth e-mail address.



## **Policy 17 - Elections, By-elections, and Campaigning**

### **Definitions**

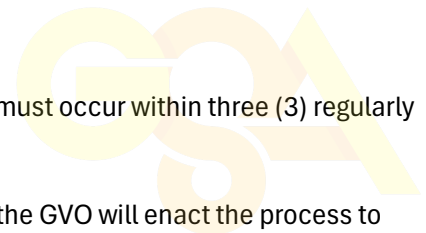
- 17.1 The "Graduate Voting Officer" (GVO) title shall be given to the Office Administrator, who is responsible for duties pertaining to elections, referendums, and plebiscites.
- 17.2 "General Election" refers to an annual General Election of the GSA for the purpose of electing the following years' GSAC.
- 17.3 "Eligible Voter" refers to a graduate student who is an "active member" of the GSA, as defined in Bylaw 1, and who is currently registered in the semester in which the election, referendum or plebiscite takes place.
- 17.4 "Referendum" refers to a balloting by at least five (5) percent of the members of the GSA on a question, the results of which are binding upon the GSAC.
- 17.5 "Plebiscite" refers to a balloting by members of GSA on a question, the results of which are not binding upon GSAC.
- 17.6 "By-election" refers to an election to fill vacant positions before the term of office expires.
- 17.7 "Campaigning" refers to any planned or organized act by or on behalf of any person or issue which has the potential to gain support for a person to any position in an election or gain support for an issue.
- 17.8 "Campaign expense" refers to any and all expenditures by or on a candidate's behalf for election advertising, equipment, or other expenditures associated with the campaign
- 17.9 "Regularly scheduled class weeks" are those weeks not falling during any school holiday or final exams period as outlined in the current University of Lethbridge calendar.
- 17.10 "Petition" refers to a mechanism for the student body to cause the GSA to go to referendum or plebiscite. The question to be put forward in a referendum or plebiscite must be the question called for in the petition and must be signed by five (5) percent of the members of the GSA.

### **General Elections**

- 17.11 The dates for the GSA General Election will be determined by GSAC in consultation with the Graduate Voting Officer no later than one week prior to the end of the Fall Semester as outlined in the University of Lethbridge Calendar for the year in question.
- 17.12 The list of currently registered graduate students serves as the electorate.
- 17.12.1 An eligible voter, as defined in 17.3, will be eligible to vote in:
- 17.12.1.1 Any general election or by-election for positions on GSAC;
- 17.12.1.2 Any GSA referendum, plebiscite or Town Hall meeting.
- 17.12.2 Eligible voters will be permitted to vote once (1) upon entering a valid University user name and password within the online voting system, or vote once (1) on site by physical ballot, if applicable.
- 17.12.3 A final elections report will be provided by the IT Department, and verified by the Voting Officer. Result of the voting shall be posted online and the membership shall be notified by email.

### **By-elections**

- 17.13 There will be a by-election of the GSA for the election of a new member if a position on the GSAR or the GSAEC becomes vacant.
- 17.3.1 If the vacancy occurs between May 1 and August 31, a by-election must occur by September 30.



- 17.3.2 If the vacancy occurs between September 1 and April 20, a by- election must occur within three (3) regularly scheduled class weeks.

If interest is expressed for any vacant GSAR position during a given year the GVO will enact the process to notify the graduate student body of the interested candidate through the elections page of the GSA website.
- 17.3.3 The notice will state that individuals interested in the position have one (1) week to submit an expression of interest. If multiple individuals are interested in the same position, a by-election must occur; if no additional interest is received, the GSAC may appoint the individual to the GSAR position.

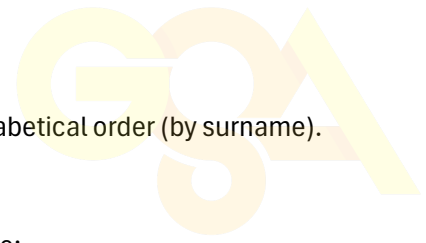
If interest is expressed for any vacant GSAEC position during a given year, the GVO will enact the by-election process with notice to all graduate students. The notice will state that nominations are being accepted, the date nominations will close, and how to submit an expression of interest. If multiple individuals are interested in the same position, a by-election must occur; if no additional interest is received, the GSAC will vote on appointing the individual to the GSAEC position.
- 17.3.4
- 17.3.5 The member(s) elected in by-elections shall have full voting privilege as the members elected in general elections.
- 17.3.6 The GSAC will, upon the recommendation of the Graduate Voting Officer, establish the date(s) of voting in the by-election & the dates for filing of nominations.
- 17.3.7 The nomination period and voting dates of the by-elections will be during the academic year as defined by the University of Lethbridge Calendar.

#### **Nominations and Eligibility Restrictions of Candidates**

- All members of the GSA are eligible for nomination to a position on GSAC or the GSAEC in any election, provided the candidate is not scheduled to complete their program before the end of their term as a GSAC member when they are elected.
- 17.14
    - 17.14.1 A prospective candidate, in order to be nominated, must:
      - 17.14.1.1 Be an active member of the GSA as per Bylaw 1.3;
      - 17.14.1.2 Fill out the official GSA nomination form;
      - 17.14.1.3 Confirm that he/she will comply with the Election Bylaw, Code of Conduct and all other Bylaws and Policies of the GSA, by signing the nomination form;
      - 17.14.1.4 have an official GSA nomination form signed by three members of the GSA including their student ID numbers and signatures; and,
      - 17.14.1.5 Provide consent to the release of information about their registration status at the University of Lethbridge both during the campaign and at any time the nominee holds office.
    - 17.14.2 All candidates nominated to GSAEC positions must be in full-time attendance at the University of Lethbridge or registered in a co-operative education program through the University of Lethbridge.
    - 17.14.3 A candidate's nomination will not be deemed valid unless the candidate attends an Orientation Session as scheduled by the current GSAC.

#### **Ballot**

- 17.15 The online ballot(s) must clearly and concisely lay out the position sought, the candidate(s) seeking the position, and the instructions for voting.
- 17.16 The ballots for an election will meet the following requirements:



- 17.16.1 The name(s) of the candidate(s) for each position will be printed in alphabetical order (by surname).
- 17.16.2 The names will be arranged as follows:
- 17.16.3 the candidate's first name, initial (if requested), the candidate's surname;
- 17.16.4 No titles, degrees, prefixes or suffixes will be included; all ballots will be as similar in format as possible.

17.17 The official electronic ballot form will be:

- 17.17.1 Designed with the authorization of the Graduate Voting Officer and the GSA President.
- 17.17.2 Audited by the Graduate Voting Officer and GSAC for compliance with the Bylaws.
- 17.17.3 In the case of a ballot for a position where there has been only one candidate nominated, voters will also be given the option of “None.”
- 17.17.4 Information required for the online ballot needs to be coordinated with Information Technology (IT) ideally two (2) weeks prior to voting. Once the elections are closed, the Graduate Voting Officer will provide a summary of the results in .PDF form to be posted on the GSA website and the results of the elections will be announced to voters via e-mail

**Campaigning - This policy guides the placement of all campaign activities on all University of Lethbridge campuses.**

- 17.18 All candidates or campaigners shall campaign in a reasonable and responsible manner, including:
  - 17.18.1 Being personally responsible and liable for any damages resulting from their campaign;
  - 17.18.2 Being responsible for avoiding and reporting the practices that are unfair to other campaigners, as determined by the Graduate Voting Officer;
  - 17.18.3 Being responsible for complying with the provisions of the GSA Bylaws and Policies, and other regulations outlined at the Election Orientation Session;
  - 17.18.4 Being responsible for all campaign-related activities of people involved in their campaign;
  - 17.18.5 There will be no campaigning via the GSA list serve or any other public e-mail list.
- 17.19 Campaign period begins and ends according to the annual election calendar approved by the GSAC, or as defined by the Graduate Voting Officer.
- 17.20 A candidate may only begin campaigning after the Graduate Voting Officer has determined that their nomination form is valid in all respects, and the campaign period has begun
- 17.21 The GSA shall not compensate any campaigning cost.
- 17.22 Campaign materials will be limited to posters, pamphlets, ribbons, buttons, banners, and other materials approved by the Graduate Voting Officer.
  - Every printed advertisement, handbill, or other printed material having reference to an election, referendum or plebiscite will include on its front in legible form the name of the candidate, the slate, or the referendum or plebiscite campaign they are supporting.
  - 17.22.1
  - 17.22.2 The following materials cannot be used under any circumstances:
    - 17.22.2.1 Ammunition
    - 17.22.2.2 Flammable liquids
    - 17.22.2.3 Explosives
    - 17.22.2.4 Bio-hazardous waste



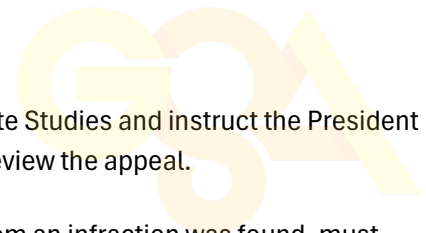
- 17.22.2.5 Hazardous waste of any kind
- 17.22.3 The following applies to all campaign materials:
  - 17.22.3.1 No more than one (1) poster per campaign, either individual or slate, may be affixed to any one (1) bulletin board;
  - 17.22.3.2 No more than one (1) poster per campaign may be affixed on the same plane within ten (10) feet of another;
  - 17.22.3.3 There will be no more than two (2) posters per pillar from the same campaign, and these posters must be facing opposite directions;
  - 17.22.3.4 All candidates must comply with the building codes set out by The University of Lethbridge, Physical Plant, and Department of Communications and Public Relations;
  - 17.22.3.5 Each candidate or referendum or plebiscite campaign will be limited to a maximum of one (1) banner per building, and no more than two (2) banners in total;
  - 17.22.3.6 Each slate will be limited to a maximum of one (1) banner per building and three (3) in total.
  - 17.22.3.7 All printed material advertising the candidacy of nominees, either individuals or slate, or the support of a campaign for a referendum or plebiscite must be removed from display twenty- four (24) hours after the date set for the election, referendum, or plebiscite;
  - 17.22.3.8 No campaign materials shall be affixed so as to physically or visually obstruct any other campaign materials, business signs, or other university infrastructure (i.e. security cameras, wi-fi access points, electronic notice boards, fire hose cabinets and fire extinguishers, defibrillators, utilities and care-taking access hatches and doors, pathways stairwell, corridors and handrails as defined by the building code, fire code and occupancy load requirements, way-finding, directional, and exit signage);
  - 17.22.3.9 It is forbidden to place campaign materials on any glass or painted surface (etc. walls, windows).
  - 17.22.3.10 Campaign materials that are not in compliance with GSA Bylaws and Policies may be removed without notice.
  - 17.22.3.11 All campaigning materials will be removed by the end of the campaign period.

## Adjudication

- 17.23 The Graduate Voting Officer is empowered to resolve questions pertaining to the election Bylaws and Policies during the nomination and campaign period. Their interpretation of the Bylaws is subject to appeal by any member of the GSA.

In the case of an alleged infraction concerning nominations: an alleged infraction concerning nominations must be filed
- 17.24 with the Graduate Voting Officer within twenty-four (24) hours after the close of nominations. The situation must be dealt with before the candidate in question may begin campaigning.
- 17.25 In the case of an appeal of the Graduate Voting Officer's decision: the Dean (or designate) of the School of Graduate Studies is to review the appeal and make a decision
- 17.26 In the case of a complaint made by a candidate during the elections period:
  - 17.26.1 The candidate must submit a written statement to the Graduate Voting Officer concerning perceived infractions of the election Bylaw or Policies by any candidate(s).





- 17.26.2 The Graduate Voting Officer will notify the Dean of the School of Graduate Studies and instruct the President to convene an emergency meeting of the GSA Elections Committee to review the appeal.
- 17.26.3 The candidate who submitted the complaint or a candidate, against whom an infraction was found, must then submit any written appeal to the Dean of the School of Graduate Studies as soon as possible
- 17.26.4 The President must call an emergency meeting of GSAC within forty- eight (48) hours of receiving the complaint from the candidate, and Council must prepare a response to the appeal and submit that to the Dean of the School of Graduate Studies within twenty-four (24) hours
- 17.27 Failure to comply with any of the election regulations shall be subject to the review through the same appeals process described in 17.6.11.3, which will be made no later than six (6) weeks after the official press release of the election results.
- 17.28 The Graduate Voting Officer will sit as a resource person with the GSAC during the adjudication of election complaints. The Graduate Voting Officer has no voting privilege.

## **Policy 18 - Referendum and Plebiscites**

### **Referendum and/or Plebiscite**

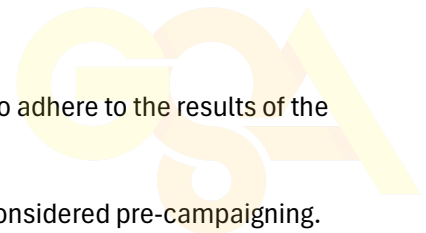
- 18.1 A referendum or plebiscite may be called by one of the following mechanisms:
  - 18.1.1 A motion passed by the GSAC.
  - 18.1.2 A petition signed by five (5) percent of the members of the GSA.
- 18.2 All members of the GSA will be entitled to campaign for or against the topic of a referendum or plebiscite, subject to registration with the Graduate Voting Officer.
- 18.3 The dates of the referendum or plebiscite will be set by the GSAC in consultation with the Graduate Voting Officer. This schedule will include campaigning dates.

### **Ballot**

- 18.4 The text of the referendum or plebiscite will be worded in such a way as to present a clear question that may be answered by either a "Yes" or a "No."
- 18.5 In the case of a referendum or plebiscite initiated by a petition, the question to be put to the electorate will be the question called for on the petition.
- 18.6 In the case of a referendum or plebiscite initiated by a motion of the GSAC, the question to be put to the electorate will be the question called for in the motion.
- 18.7 Each position or question being asked will be presented on an online ballot or ballots.
- 18.8 At the top of the ballot will be printed the word "referendum" or "plebiscite."
- 18.9 There will be printed below the title such instructions to the electorate as may be necessary to inform them of the manner in which the ballot is to be marked.
- 18.10 All ballots will be as similar in format as possible within each referendum/plebiscite.

### **Levy Fees**

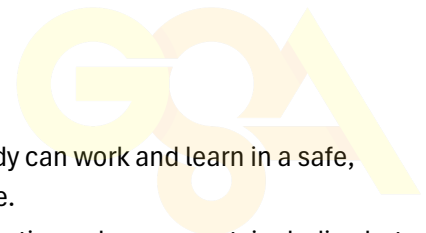
- 18.11 All referendum results must be known by October 31 of the given University year if they are to take effect by September of the following University year.
- 18.12 All increases in levy fees are subject to the approval of the University of Lethbridge Board of Governors.



- 18.13 At the first GSAC meeting following a referendum, Council shall approve a motion to adhere to the results of the referendum.
- 18.14 The verbal spread of information pertaining to the referendum or plebiscite is not considered pre-campaigning.
- 18.15 In order to run a campaign for or against a referendum or plebiscite question, the following process shall be followed:
  - 18.15.1 The official GSA form shall be completed, including:
    - 18.15.1.1 Name;
    - 18.15.1.2 University of Lethbridge student identification number; and,
    - 18.15.1.3 The position being taken on the referendum or plebiscite question by the student(s) involved in the campaign.
    - 18.15.1.4 One of the students, who will be held accountable for the campaign, must sign the form in front of the Graduate Voting Officer who must then initial the form.
    - 18.15.1.5 The official GSA nomination form shall be signed by three members of the GSA, including their University of Lethbridge student ID numbers and signatures.
  - 18.15.2 A campaign will not be permitted to operate unless the person campaigning attends an Orientation Session as required by the current GSAC.

## **Policy 19 - Director's Fee for GSA Executives**

- 19.1 GSA executives are eligible to receive a director's fee; GSAR members and other council members are volunteer based positions.
- 19.2 GSA executives shall only receive a director's fee if they fulfill their obligations as denoted in the Bylaws.
- 19.3 Director's fee shall be paid out of the GSA operation budget. Director's fee shall be paid monthly, by the end of each month.
- 19.4 The base director's fee of the executive members are as follows:
  - 19.4.1 President: \$25,000.000/year
  - 19.4.2 Vice President Student Life: \$12,500/year
  - 19.4.3 Vice President Finance & Services: \$12,500/year
  - 19.4.4 Effective, January 2024, director's fees will increase by 3%, annually in January, to account for inflationary increases
- 19.5 When the necessity of establishing a paid ex officio member position arises, the GSAC reserves the right to stipulate the director's fee for the position, which should be based on the minimum wage for graduate students stipulated by the Collective Agreement between the GSA and the University.
- 19.6 Other than the director's fee stated in this Policy, GSAC members don't receive any other type of financial support from the GSA, which includes bonuses, back pay, assets or gratuity, etc.
- 19.7 In the case when a GSA executive couldn't fulfill their duties and the duties are transferred to other executive(s), the director's fee should be transferred accordingly but pre-approved by the GSAC.



## **Policy 20 - Harassment Policy**

20.1 The purpose of this policy is to ensure that all members of the graduate student body can work and learn in a safe, secure, and collegial space, free of harassment, discrimination and sexual violence.

The Graduate Students' Association has zero tolerance for any discrimination or harassment, including but not limited to, race, religion, ethnicity, income or social standing, sexual orientation or gender identification.

20.1.1 The GSA has zero tolerance for sexual, physical, verbal, psychosocial harassment or bullying, directly, indirectly, or online. The GSA has zero tolerance for any and all implied or active acts or threats of sexual violence.

20.1.2 Any complaint made to the GSA will be treated confidentially. Please direct all complaints to the GSA President at [gsa.pres@uleth.ca](mailto:gsa.pres@uleth.ca). Incidents of bullying or harassment will be investigated by the GSA executive to determine the appropriate course of action, which may include removal from GSA committees or clubs, suspension of GSA privileges and/or forwarding the complaint to the University of Lethbridge. The GSA operates under and adheres to the University of Lethbridge's harassment and sexual violence policies and will forward all official complaints to the appropriate department for further investigation.

More information at:

20.1.3 [https://www.ulethbridge.ca/sites/default/files/2023/07/policy\\_harassment\\_and\\_discrimination\\_bog\\_approved\\_june\\_13\\_2019\\_editorial\\_revisions\\_dec\\_21\\_2021\\_0.pdf](https://www.ulethbridge.ca/sites/default/files/2023/07/policy_harassment_and_discrimination_bog_approved_june_13_2019_editorial_revisions_dec_21_2021_0.pdf)  
<https://www.ulethbridge.ca/policy/resources/sexual-and-gender-based-violence-prevention-policy>  
<http://www.uleth.ca/sexual-violence>



## **Policy 21 - Standing Committees**

### 21.1 GSA Internal Committees

#### **Awards: VP Finance (Chair), President, VP Student Life, at least 2 GSAC Reps, 1 external member**

The Awards Committee is appointed by, and has responsibility to, the University of Lethbridge GSA Council. Its main purpose is to select recipients of the Council approved awards, allocate GSA awards and other scholarships; it is consulted about any proposed changes to the number, selection, criteria, names, and value of the GSA Awards. The Committee should function according to GSA policies and bylaws as well as Robert's Rules of Order. The Awards Committee shall meet at least four (4) times a year, with additional meetings at the call of the Chair.

#### **Budget: VP Finance (Chair), President, VP Student Life, at least 1 other GSAC Rep**

The Budget and Finance Committee is appointed by, and has responsibility to, the University of Lethbridge GSA Council to assist the Council in developing and sustaining policies, monitoring and allocating financial resources, and maintaining overall fiscal stability of the association. The Committee should function according to GSA policies and bylaws as well as Robert's Rules of Order. The Budget and Finance Committee shall meet at least once (1) every month, with additional meetings at the call of the Chair.

#### **Legislation & Governance: President (Chair), VP Finance, VP Student Life, at least 2 other GSAC Reps**

The Legislation and Governance Committee is appointed by, and has responsibility to, the University of Lethbridge GSA Council. The Committee advises the GSA Council on Bylaws and matters of the GSA Policies. The Committee should function according to GSA policies and bylaws as well as Robert's Rules of Order. The Legislation and Governance Committee shall meet at least four (4) times a year, with additional meetings at the call of the Chair.

#### **Elections: VP Student Life (Chair), President, VP Finance, at least 2 other GSAC Reps**

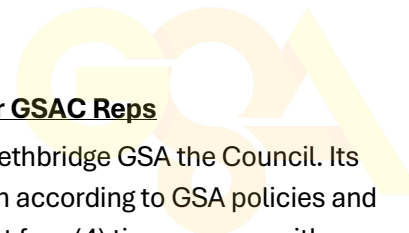
The Elections Committee is appointed by, and has responsibility to, the University of Lethbridge GSA Council. Its main purpose is to advise GSA on all matters pertaining to elections, by-elections, and referendums. It also reviews Election and Referendum bylaws and policies and refers it to the Legislation and Governance Committee. The Committee should function according to GSA Policies and Bylaws as well as Robert's Rules of Order. Elections Committee shall meet at least two (2) times a year, with additional meetings called with at least 72 hours' notice, by the Chair or by any two (2) members of the Committee, in accordance with the GSA Bylaw 4.1.

#### **Conference: VP Student Life (Chair), President, VP Finance, OA at least 2 other GSAC Reps**

The Meeting of the Minds Committee (hereafter referred to as 'the MotM Committee') is appointed by, and has responsibility to, the University of Lethbridge Graduate Students' Association Council (GSAC). Its main purpose is to plan, coordinate and execute the annual GSA Multi-Disciplinary Conference. The MotM Committee should function according to GSA Policies and Bylaws as well as Robert's Rules of Order. The MotM Committee shall meet at least six (6) times per year, with additional meetings called with at least 72 hours' notice, by the Chair or by any two (2) members of the Committee, in accordance with the GSA Bylaw 4.1.

#### **Fundraising: President (Chair), VP Finance, OA, one GSA Rep**

The Fundraising Committee is to promote the awareness and image of the GSA in the University and Lethbridge community. Secure University funding and resources for the GSA. They shall solicit external funding for the GSA and decide the necessity of establishing a permanent GSA fundraising committee. The Fundraising Committee meets every month.



**Events & Wellness: VP Student Life (Chair), President, VP Finance, OA, at least 2 other GSAC Reps**

The Social Events Committee is appointed by, and has responsibility to, the University of Lethbridge GSA the Council. Its main purpose is to plan and coordinate events for the GSA. The Committee should function according to GSA policies and bylaws as well as Robert’s Rules of Order. The Social Events Committee shall meet at least four (4) times a year, with additional meetings at the call of the Chair.

**Labour Relations and Collective Bargaining: A minimum of 5 academically employed graduate students, who are not the President or OA**

The Labour Relations and Collective Bargaining Committee (hereafter referred to as ‘the Committee’) is responsible for negotiating and presenting the collective bargaining agreement (CBA) for and to academically employed graduate students. The Committee advises the GSA Council on the status of bargaining of the CBA between the University of Lethbridge & academically employed graduate students. The Committee should function according to GSA Policies and Bylaws as well as Robert’s Rules of Order. The Committee will meet when necessary with at least 72 hours notice by the Chair or by any members of the Committee, in accordance with the GSA Bylaws 14.1.