



Duties of the GSA Representatives

The Graduate Students' Association Representatives (or GSAR) is made up of Representatives who are Active Members elected by their peers or appointed by the Graduate Students' Association Council to the positions of highest authority in the Association.

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. In addition to the duties listed below, council members are also responsible for representing the GSA on a minimum of two committees during their term.

As per Bylaw 7, 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 and ALRC
- 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 propose new Bylaws or Operating Policies or to the GSA.

GSAR members will abide by the Code of Conduct, which is to be signed by each member prior to the start of their position. The Duties of Graduate Representatives are outlined below. For further details on GSAR roles, as well as information on Elections, By-elections and Campaigning, please see the full Bylaws on our website page [here](#), below the mandate declaration.

Bylaw 3 — Governance

- 3.1 The Graduate Students' Association Council (GSAC) shall manage the business and affairs of the Graduate Students' 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
- 3.2.2 The remainder of the GSAC is made up of eighteen (18) Graduate Representatives of the Graduate Student 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, as defined by 17.1.13, the GSAC shall determine to fill a vacancy on the 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.
- 3.3.3 The candidates for these positions will follow the process outlined in Policy 17.3, "By-elections and Appointments." If a candidate is to be appointed, a minimum $\frac{3}{4}$ majority is needed to appoint the candidate to the position.
- 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."

Bylaw 12 — Duties of the Graduate Students' Association Representatives

- 12.1 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
- (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 GSAR are required to represent the GSA on a minimum of two (2) committees, internal or external.
- 12.4 All GSAR are to assist with the operations of the GSA by taking on tasks and duties outlined throughout Bylaw 12.
- 12.5 Upon election or appointment, all GSAR are to attend an orientation organized by the GSAEC (in the event of a scheduling conflict, representatives will inform either the President or Vice President Student Life to make alternate arrangements).
- 12.6 All GSARs 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 SharePoint.
- 12.7 All GSAR are expected to attend, at minimum, 75% of all scheduled GSAC meetings. Members must follow all meeting attendance requirements outlined in Policy 15.
- 12.8 All GSAR are encouraged to attend all social and mental health events held by the GSAC, and to encourage other students to participate.
- 12.9 The GSAC may appoint additional GSAC 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.

Policy 15 — Meeting Attendance

GSA Executive Council (GSAEC) 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, at minimum, 75% of all scheduled GSAEC meetings. Failure to do so may result in disciplinary action as per Bylaw 18.
 - 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 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 Council (GSAC) Meetings:

- 15.3 All the GSAC members, as well as the GSAEC and the speaker, are expected to attend, at minimum, 75% of all scheduled GSAC meetings. Failure to do so may result in disciplinary action as per Bylaw 18.
 - 15.3.1 If a GSAC member, GSAEC member or the speaker, cannot attend the meeting, a written notice shall be provided to the president or OA one week prior to the scheduled meeting time. The President shall provide the written notice to either VP if they cannot attend the meeting.
 - 15.3.2 If any GSAC member, GSAEC 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 pre-arranged academic scheduling, the GSAEC reserves the right to decide what action should be taken.