



BYLAWS

& OPERATING POLICIES

Ratified May 2022



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Bylaw 1 – Definitions

- 1.1 The “ULethbridge” is the University of Lethbridge.
- 1.2 The “Association” is the Graduate Students’ Association of the University of Lethbridge.
- 1.3 “Active Members” are all persons registered as graduate students in the Faculty 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 The “Membership” or “Membership at Large” of the Association as a whole includes Active, Associate, and Honorary Members, as defined in the Bylaws.
- 1.6. The GSA is the University of Lethbridge Graduate Students’ Union, herein referred to as the Union”
- 1.7 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 the positions of highest authority in the Association.
- 1.8 The “Graduate Students’ Association Council” or “GSAC” consists of the GSAR and the GSAEC.
- 1.9 The “Graduate Students’ Association Executive Council” or “GSAEC” of the Association is made up the President, the Vice President of Student Life, the Vice President of Finance and Services.
- 1.10 The “Office Administrator” (OA) is a full-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 weekly GSAEC meetings.
- 1.11 The “Speaker” is an Active Member appointed by the Executive Council to chair GSAC meetings.
- 1.12 “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.
- 1.13 “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 “Majority Vote” means that in order for the process to be considered as valid, 10% of the eligible voting population must respond. Majority of eligible votes must be in favour and greater in number than those opposed.

1.15 “Master Bylaws and policies” refers to the current council ratified document as posted on the GSA website

Bylaw 2 – Organization Name

2.1 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

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:

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

- a) President
- b) Vice-President Student Life
- c) 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, the Graduate Students’ Association Council shall determine to fill a vacancy on the Graduate Students’ Association Council by:

- A. election or appointment for all of the remaining term of office; or,
- B. 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 will be filled with non-faculty representatives under the designation “independent representative.”

3.5 The candidates for these positions will be presented at the August 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:

A. *Ex officio* members, with full voting privileges, including:

a) Chairs of GSA Committees.

B. Advisory Members, non-voting:

a) Other GSA representatives in University administration bodies not included in Ex-officio

b) Individual program representatives selected by students within the programs.

c) The Graduate Voting Officer

C. Honorary Member, non-voting:

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

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

c) Honorary Members are extended all the rights afforded to members of the GSA

D. Memberships are awarded to individuals who are not enrolled as students of the University of Lethbridge.

E. 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 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 and Proxy

6.1 Quorum for GSAC meetings shall be 50% +1 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:

- A. Observe and uphold the objectives of the GSA.
- B. Comply with the will of the GSA members.
- C. 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
- D. Authorize and approve general expenditures as defined in the Financial Policy.
- E. 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.

Bylaw 8 – Graduate Students' Association Executive Council

8.1 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 they shall preside over and be responsible to the GSA and the GSAC.



9.2 The president position is full time position with an option of academicrespite 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 shall be nominated by the GSAC to the School of Graduate Studies Executive Council.

9.6 The President shall be nominated by the GSA to the General Faculty Council.

9.7 The President shall be nominated by the GSAC to represent and advocate for the GSA of the University of Lethbridge at the provincial level.

9.8 The President has financial co-signing authority with the Vice-President Student Life and the Vice-President Finance and Services.

9.9 The President is responsible to chair the GSAC Member Review committee to ensure all duties entailed by the positions are completed to the quality expected by the GSAC, mandatorily twice a year or under the request of any GSAC member.

9.10 The President shall be limited to participating in at least six (6) external committees that do not require President's authority or university confidentiality.

9.11 The President shall:

- A. Act as the ceremonial head of the GSA, represent the GSA at social, formal, official, and ceremonial functions.
- B. Delegate a suitable representative if they are unable to attend any function personally.
- C. Be the sole signing authority on all external correspondence of the GSA.
- D. Act as a liaison between Graduate Students' and Faculty/University Administration.
- E. Chair all Town Hall meetings, and any informal meetings
- F. In conjunction with the Vice-President Student Life, have the right to solicit legal advice on behalf of the GSA
- G. Maintain the confidential records of the GSA, according to GSA Policies.
- H. Ensure adherence to all Bylaws and Operating Policies of the GSA
- I. 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.



- J. Be responsible for and report monthly to the GSAC with student service affairs.
- K. Be responsible for strategic planning and fundraising.

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.

10.2 The Vice-President Student Life shall act as Chair in the President's absence. In the event that the President vacates 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 GSA to the School of Graduate Studies Council.

10.4 The Vice-President Student Life shall be nominated by the GSA to the University of Lethbridge General Faculties Council (GFC) and GFC Executive Committee.

10.5 The Vice-President Student Life shall be nominated by the GSA to the Teaching Centre.

10.6 The Vice-President Student Life shall be limited to participating in *at least* six (6) external committees.

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:

- A. Assist the President in organizing the orientation for incoming GSAC Members within three weeks of the official poll closing for the next GSAC.
- B. 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.
- C. Present a proposed list /schedule of events to the July GSAC



- D. Chair the Conference Committee, and work closely with the individual(s) appointed to organize the GSA Multidisciplinary Conference,
- E. Chair the Elections Committee and be the Graduate Voting Officer.
- F. Assist the President with assigned responsibilities.

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:

- A. Ensure accountability in financial matters of the GSA.
- B. Ensure compliance with the Financial Policy of the GSA and the University of Lethbridge.
- C. Maintain complete and orderly financial records for the GSA.
- D. Oversee income to and disbursements from the GSA accounts.
- E. Provide a monthly report of the financial standing to the GSAC.
- F. Provide a proposed budget and a final budget with outlined amounts for the GSAC in accordance to the Financial Policy of the GSA.
- G. Oversee the annual audits and creation of year-end accounting documents.
- H. Assist the President with assigned responsibilities.
- I. Chair the Awards and Budget Committees and be responsible for the development of awards /applications, and plan for the future award fund allocations.
- J. At the end of their appointment, the VP – Finance and Services will provide to the Office Administrator all log in and password information in a sealed envelope.
- K. 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

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

1. 3 Arts & Science (1 Social Science, 1 Humanities & 1 Natural Science)
2. 1 Dhillon School of Business (DSB)
3. 1 Education
4. 1 Fine Arts
5. 1 Health Science
6. 1 Indigenous
7. 1 International
8. 1 Calgary Campus
9. 3 Independent Representatives (general graduate representatives)
10. Co-operative Education
11. Sexual Awareness & Inclusion
12. Disability & Accommodated Learning
13. Student Parents
14. 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 5.

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).

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 GSA website.

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 when 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, full time position, with an 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, encourage the continuity of the Association's mission and support the work of the GSA Executive Committee.

13.4 The OA will act as a facilitator to the GSA Executives to aid in ensuring the continuity of the Association's mission.

13.5 Attend Council meetings and serve as a non-voting, supportive member of all Internal GSA Committees.

13.6 Assist the Vice-President Finance & Services with the day-to-day financial management of the GSA

13.7 Assist the Vice-President Student Life with administrative and organization duties to ensure the quality of GSA events.

13.8 Perform other duties delegated by the President, Vice-President Student life, and Vice-President Finance & Services.

13.9 Be responsible for administrative matters within the GSA office, including but not limited to, the following:

- A. Support the GSA Executives through assistance with the development and implementation of special initiatives proposed by the GSAC.
- B. Participate in maintenance of operational and financial policies, in conjunction with the GSA Legislation and Governance Committee.
- C. Assist the GSA Executives with their respective work during high volume times.
- D. Assist the incoming GSA Executive members in duties relating to building relations with the University administration and faculty.
- E. 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.
- F. Work with the Vice-President Finance & Services to perform monthly financial reconciliation

13.10 Other matters described in the employment contract and OA Job Description.

13.11 Review of the OA position mandatorily happens twice a year, at the discretion of the President. If any changes to the OA contract (i.e., duties, benefits) 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:

- a. The ULGSA Council will have a labour relations committee constituted of academically employed graduate students.
- b. The committee will be responsible for the administration of labour relations for the academically employed graduate students of the University of Lethbridge.
- c. The committee will have a minimum of five (5) members:
 - i. 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.
- d. The chair of the labour relations committee will be elected from the committee membership and will be named an *ex-officio* member of the GSA Executive.
 - i. The chair will conduct all meetings, head the negotiating team, and will be the main contact between the committee and university administration.
 - ii. A member of the Committee will be assigned by the chair to provide written or oral updates for the GSAC on a monthly basis
- e. 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.
- f. 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:

- a. 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.
- b. Only academically employed graduate students may vote in referenda pertaining to labour relations.
- c. A majority vote of academically employed graduate students is required to ratify the collective agreement or accept the recommendations of a mediator.
- d. A majority vote of academically employed graduate students is required to determine if said students wish to go on strike.
- e. Only academically employed graduate students can vote on the certification or decertification of a bargaining unit pursuant to the relevant sections of the Alberta Labour Relations Code.

14.3 Bargaining Unit Finances

- a. 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.
- b. 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 shall have 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) GSACE 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.

- a. 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
- b. 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

- c. 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 dismissal, as per Bylaw 18.1.

16.2 No member of the GSA Council may hold a second non-elected remunerated position.

16.3 GSACouncil shall not enterintoacontractwith any entityinwhichamember of the Graduate Students’ Association Council or their family has a material interest.

Bylaw 17 – Executive Committee 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 5 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:

- A. Capacity to complete the tasks and duties assigned and outlined
- B. Involvement with the programs or events conducted by the GSAC.
- C. Involvement and participation on internal or external committees.
- D. Dedication to the GSAC (attending and participating in monthly Council meetings).
- E. Professional communication and response to emails and requests
- F. Ability to collaborate with 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.

17.3.1 *In the case of the President’s Review:* Once responses have been received, the OA will work in conjunction 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.

17.3.2 *In the case of both Vice-Presidents’ Review:* Once responses have been received, the OA will work in 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-President 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 are not appeared to be met by any individual (within two (2) months 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 can start under the request of any GSAC member, or the Office Administrator. Other grounds for the formation an *ad hoc* committee include: A member has received a letter of performance warning or the removal is issued based on the majority vote of the GSAC, excluding the member under review.

18.2 Individuals who do not meet minimum membership requirements and do not satisfactorily meet the recommendations identified during the review process will:

- A. Be issued a letter of performance warning.
- B. Be removed from a set committee and the GSAC.
- C. Upon removal from the Council, all titles of the individuals will be removed and all materials to be transferred to the Office Administrator.
- D. Fee for service will be negotiated within the GSAC based on the task completion (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:

- A. Members may request to leave for personal/medical or other private reasons (must inform the Executive Council).
- B. Members may be asked to resign their position after the review process identified a lack of commitment to the GSAC and its goals.
- C. 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 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.



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

18.7 In the event that the entire GSAEC is under review for relating 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 shall be established in the Graduate Students' Association Policies.

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 Notwithstanding Section 1, graduate students age sixty-five (65) or older will not be required to pay membership fees.

21.3 A student, unless comprehended in Section 2, is a GSA member upon payment of the following GSA fees:

21.3.1 Operating Fee;

21.4 In addition to GSA fees, students may have to pay for:

21.4.1 Health Plan Policy;

21.4.2 Dental Plan Policy.

Payment of the Health Plan and Dental Plan fee is subject to the rules and regulations stipulated by the University of Lethbridge Students' Union, in their Master Constitution and Bylaws documents.

21.4.3 GSA U-Pass Fee:

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.

21.5 In this section, the classifications of graduate students used will have meaning as established by the University.

21.6 Each full-time graduate student will pay the following fees per semester:

21.6.1 Operating Fee;

A) 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 the GSAC the increase must be passed by a duly authorized referendum and approved by the University of Lethbridge Board of Governors

21.6.2 U-Pass Fee (valued at the cost of a current one-month adult transit pass plus an administrative fee. Subsequent increases are set by L.A. Transit and approved by the Board of Governors).

21.7 Each part-time graduate student will pay the following fees per semester:

21.7.1 50% of Operating Fee;

21.7.2 U-Pass Fee (valued at the cost of a current one-month adult transit pass plus an administrative fee. Subsequent increases are set by L.A. Transit and approved by the Board of Governors).

Bylaw 22 – Election, Referendum and Plebiscite

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 #16.

Bylaw 23 – Bylaw Amendatory Process

23.1 Amendments to the Bylaws or Policies of the GSA may be made by the GSAC except when:

- A. The proposed amendment affects GSA fees by an increase of more than CPI per annum; or,
- B. A motion of the proposed amendment is not approved by a minimum of two thirds (2/3) of the GSAC; or,

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

- A. If any of the conditions described in Bylaw 23.1 exist, the proposed Bylaw amendments must:
- B. Be presented to a Town Hall meeting for discussion; and,
- C. The proposed amendment(s) are approved by a referendum of GSA members, in which:
- D. The proposed amendment(s) are reproduced in full in the question posed in the referendum; and,
- E. The proposed amendment is supported by a minimum of one half (1/2) of all ballots cast; and
- F. A minimum of five (5%) percent of all members of the GSA cast ballots.

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 legal status in accordance with *Canada Revenue Agency* and with the Board of Governors at the University of Lethbridge.



OPERATING POLICIES

Originally Established in 2015 – 2016
Amendments last approved by Graduate Students' Association Council April 2019



Policy 1: Budget & Finance

The Graduate Students' Association Council (GSAC) shall:

- 1.1 Maintain two bank accounts, as follows:
 - 1.1.1 One is a community account for GSAC expenses, spending and grants.
 - 1.1.1.1 Only (3) voted executives have full access to this account, this includes the ability to deposit funds and see the account balance.
 - 1.1.1.2 The Office Administrator will only have the ability to deposit funds into this account.
 - 1.1.2 The other is a high interest savings account, where:
 - 1.1.2.1 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;
 - 1.1.2.2 The monthly charge will be covered by the high interest account;
 - 1.1.2.3 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
 - 1.1.2.4 Spending from the savings account must be authorized by the Vice-President Finance and Services and one (1) other executives with signing authorities to the GSA accounts.
- 1.2 Be 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 Approve all budgets
- 1.4 Be responsible for all investment decisions of the Graduate Students' Association.
- 1.5 Authorize the purchase or repair of all Graduate Students' Association 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 Graduate Students' Association in a deficit situation during the current year.
- 1.8 Ensure that the financial records of the Graduate Students' Association are audited annually by September's GSAC 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 GSAC 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 Council.
- 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 all passwords quarterly.

Policy 2: GSA Credit Card

- 2.1 The GSA will maintain one credit card.
 - 2.1.1 The President 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 Student Life
 - 2.2.3 The VP Finance and Services
 - 2.2.4 The Office Administrator
- 2.3 GSA credit card is intended only for expenditures incurred in line with the GSA Bylaws and Policies.
- 2.4 GSA credit card may be used only to pay for the following:
 - 2.4.1 Expenditure approved by the GSA Council
 - 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 and an expense report
 - 2.5.1 For purchases made in Lethbridge, receipts and explanatory notes must be submitted to the GSA Office Administrator within three (3) business days; or
 - 2.5.2 For purchases made outside of Lethbridge, receipts and explanatory notes 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 documentations 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. Failing to provide a receipt will result in a revoking of credit card privileges.
- 2.11 The GSA credit card must be returned to the GSA office.

- 2.12 The GSA credit card is not intended for personal use;
 - 2.12.1 Personal use may be grounds for disciplinary action.
- 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, one (1) percent of the 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

- 4.1 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. 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 replenishment requests for the fund.

Fund Operation

- 4.2 GSAC members who have paid out of pocket for supplies used in GSA business, events or office management will submit the **original** receipt to the OA. The OA will review the expense and facilitate reimbursement. 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 quarterly 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 meetings center as well as handle day-to-day business activities.
- 5.2 Computer(s)/Phone(s)
 - 5.2.1 No persons other than the GSAEC members or others who may be approved by the Council from time to time shall be permitted to use the office computer(s)/ phone(s).
 - 5.2.2 Absolutely no person along-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. If supplies are used for personal ends, they must be paid for; each person must be able to produce a receipt if asked. 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.

Mail Delivery

- 5.5 All mail will be delivered to the office (M2041) and only a GSAEC member may open all 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.
 - 5.5.1 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 Physical Plant.

- 5.6.1 All GSAC members are authorized to receive any keys that are necessary to the execution of their duties.
- 5.6.2 All GSAC members shall transfer the office key(s) that they possess to the new members who take their positions in the last business day of the term.
- 5.6.3 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 a back-up storage of GSA data. All primary GSA documents should be stored in this server space, and paper documents will be scanned and stored. The office administrator is responsible for the maintenance and weekly update of the stored documents. The Executive Committee has viewing access to the server.
- 6.2 The GSA paper documents are stored in the locked cabinets located in the GSA office, and only the GSAEC members and the office administrator have access. When any of the documents need to be taken out of the office, the individual needs to fill in the sign-out sheet, and the documents should be returned within maximum 3 business days. Exceptions may be made upon the approval of the GSAEC.
- 6.3 All GSA executives, the office administrator, 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

- 6.3.1 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.
- 6.3.2 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

- 6.3.3 The Graduate Students' Association President shall maintain all confidential records of the Graduate Students' Association, which must be stored in a locked cabinet when the President, or their designate, is not in the office. Such records include:
 - 6.3.3.1 Any contracts, pertinent correspondence, information, and personnel reviews.

- 6.3.3.2 Any documentation applicable to awards or letters containing financial records.
- 6.3.3.3 Any documentation regarding student affairs.
- 6.3.3.4 All password information associated with the GSA affairs
- 6.3.4 All confidential records must remain in the Graduate Students' Association office. Exceptions may be made in compliance with the correct procedure established.

Policy 7: Preparation of an Agenda

- 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 to Robert's Rules of Order.
- 7.5 GSAC members shall submit issues/suggestions/information to the Office Administrator in order to include in the agenda.

Policy 8: Expenses Reimbursement

- 8.1 Any individual travelling 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 Private Vehicle ("option A")
 - 8.1.1.1 Reimbursement for travel expenses within City of Lethbridge corporate limits shall be as authorized by GSA Council. A record of mileage and purpose must be presented.
 - 8.1.1.2 Travel outside City of Lethbridge corporate limits shall be reimbursed at a rate equal to the University of Lethbridge travel policies
 - 8.1.1.3 Other than the rate per kilometer, the owner of the vehicle is not to receive any other form of compensation for use of his/her vehicle,
 - 8.1.1.3.1 Owner of vehicle and passengers travel at their own risk.
 - 8.1.1.3.2 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.
 - 8.1.1.4 Whenever possible a single vehicle is to be used.
 - 8.1.2 Rental Vehicle (without driver), with applicable collision insurance, where it can be determined that the size of vehicle required is available, and that the daily or

weekly rate, plus mileage charge and fuel, will provide a reduction from the costs estimated for option A.

8.1.3 Public Transportation – airplane, bus, or taxi

8.1.3.1 Whenever possible economy or student rates are to be obtained.

8.1.3.2 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.

8.1.3.2.1 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 his/her 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.

8.1.3.2.2 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 and a written statement of expenses are required for expenses under Section 1. A written statement of expenses is required for expenses under Section 2. Written reports must contain dates covered, kilometers travelled (if required for reimbursement) and expenditures. Receipts must be dated and issued by the vendor/service provider.

8.1.3.2.3 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 it was a cash purchase, two members of the Executive must sign off on the expense and a detailed record should be filed with VP Finance and Services records.

8.1.3.2.4 Expense reimbursement forms shall be submitted within two (2) weeks of the purchase. The GSAEC reserves the right to use their discretion, should the two (2) weeks timeline was not met.

Policy 9: SGS Study Carrel Space Assignment

9.1 Applications for the SGS Study Carrel Space will be made available online via the GSA website or, in extraneous circumstances, by e-mail.

9.1.1 Study Carrels applications will be valid for the period of one year

- 9.2 Completed applications are returned to the GSA office for the Office Administrator to be reviewed and signed by the Vice-President Student Life.
- 9.3 If there are more applications than available Carrel Spaces, the applications will be brought to the GSA council meeting for review and to make a decision
- 9.4 The student must provide the Cash Office with a deposit in order to get a key to the carrel.
- 9.5 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 Funding

GSA Travel Award

- 10.1.1 This 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.
- 10.1.2 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.
- 10.1.3 May only receive this award once per degree level.
- 10.1.4 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.
- 10.1.5 The award is dispersed by the Office of Student Finance and Scholarships and is directly funded through annual transfers from the GSA QIP account to a special project fund.

GSA Student Service Award

- 10.1.6 This award was established by the GSA to recognize service by graduate students to the University and Graduate student community.
- 10.1.7 An essay and the confirmation of volunteer/community service are required.
- 10.1.8 All full and part-time students are eligible, except for students serving as a GSA Executive or Council Members.
- 10.1.9 May only receive this award once per degree level.
- 10.1.10 Twelve (12) awards of \$500 are given out in Spring semester.
- 10.1.11 The award is dispersed by the Office of Student Finance and Scholarships and is directly funded through annual transfers from the GSA QIP account to a special project fund.

GSA Research Bursary

- 10.1.12 This award 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.
- 10.1.13 Students who demonstrate good academic standing, financial need and meet relevant requirements for current research activity should apply.
- 10.1.14 All full and part-time students are eligible.
- 10.1.15 May only receive this award once per degree level.

- 10.1.16 Four (4) awards of \$500 are given out in 2 in the Spring and 2 in Fall semester.
- 10.1.17 The award is dispersed by the Office of Student Finance and Scholarships and is directly funded through annual transfers from the GSA QIP account to a special project fund.

GSA Graduate Student Teaching Award

- 10.1.18 This award was created by the GSA in recognition of exceptional graduate teaching assistants
- 10.1.19 All full and part-time students who hold an academically-employed Graduate Assistant (Teaching) Position within the current academic year are eligible.
- 10.1.20 May only receive this award once per degree level.
- 10.1.21 A minimum of (3) awards of \$500 are given out annually at the AGM during the Fall semester.
- 10.1.22 The award is dispersed by the Office of Student Finance and Scholarships and is directly funded through annual transfers from the GSA QIP account to a special project fund.

Student Event Financial Assistance Award

- 10.1.23 The GSA has funding available to support its 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.
- 10.1.24 Applications must be received at least two weeks before the date of the event and may be submitted online to gsa@uleth.ca or to the GSA office, M2041.
- 10.1.25 Funding applications will be considered on an individual basis by the GSA Council.
- 10.1.26 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).
- 10.1.27 GSA funding cannot be used to cover any expenses associated with alcohol.
- 10.1.28 Depending upon the nature of the event, attendees may be required to sign waivers of responsibility before funding is provided.
- 10.1.29 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.
- 10.1.30 The Student Event Financial assistance will be funded by the GSA annual budget and will be in the form of a cheque.

Student Emergency Bursary

- 10.1.31 The GSA has funding available to support members that find themselves in an unexpected situation that causes them to be in a state of financial emergency.
- 10.1.32 The student must be enrolled in Graduate Studies at the U of L during the semester of application.
- 10.1.33 The Student must be in good financial standing with the University of Lethbridge (no fees owing on their U of L account).
- 10.1.34 The student must be able to demonstrate financial hardship.

- 10.1.35 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).
- 10.1.36 This bursary is not to cover the costs for registration, books, tuition, fines or other debts to the University.
- 10.1.37 The selection and decision process for the award is administered by an Emergency bursary committee consisting of a minimum of three members of GSAC.
- 10.1.38 Once an application is filled out and submitted to the GSA the application will be reviewed by the GSA Emergency bursary committee. If the student demonstrates financial hardship in the application the committee will contact the student to book an appointment for a follow up interview by the committee. The student may be asked to bring additional information to the interview including but not limited to; copies of bank statements, bills, any other applicable notices financial records.
- 10.1.39 Following the appointment, 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.)
- 10.1.40 If approved for the bursary a GSA Emergency Bursary Promissory note must be completed and signed by the GSA Emergency Bursary committee chair and the Student. Funding will be provided to the student by the cash office with the receipt of the promissory note and the Cash Office will in turn recover the expenses from the Office of Student Finance Scholarships. The bursary will be directly by the GSA.
- 10.1.41 The GSA will provide funding to the student in the form of a cheque.

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.

Anti-Spam Policy

- 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, with the exception of illegal activities.
- 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 (if information is pertinent).
- 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 GSA to graduate students through an agreement between the GSA and Lethbridge Transit.
- 13.2 At the start of each semester, the Office Administrator will send out a call for activations to students via email. To activate, students must email the Office Administrator with their U-pass number.
- 13.3 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 administrators use a web-based opt-out system. IT needs to be contacted before the term begins in order to update the dates and amounts in the web-form. IT will provide a comma-delimited text-file containing all the data required to verify the opt-out students and create a mailing list for distribution of student's opt-out refund cheques. Any questions related to refunds is directed to the Cash Office.
- 13.4 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

A "club" refers to an association or organization centralized around a particular interest or activity.

- 14.1 The GSA provides ratification of graduate student clubs under their insurance and financial umbrella. All potential graduate student clubs require approval and ratification by the GSA, as well as approval from the GSA insurance provider before their application(s) can be processed
 - 14.1.1 The GSA has the authority to ratify or deny any student clubs.
 - 14.1.2 At least five (5) members of all Clubs must be current graduate students at the University of Lethbridge
- 14.2 Once a student club has been ratified by the GSA the club may apply for a bank account under the umbrella of the GSA.

- 14.2.1 The Graduate Student Club must provide proof of executive in the form of meeting minutes appointing new club executive members as having signing authority. These individuals will have signing authority for the bank account.
- 14.2.2 The Graduate Student Club must complete the GSA Club banking form and submit a copy to the GSA.
- 14.2.3 Upon receipt of a completed banking form and proof of new executive appointments, the GSA will then provide a letter addressed to the GSA's financial institution acknowledging the club as a ratified organization under the GSA and approving the official signing authority on the institution's banking form.
- 14.2.4 Steps 14.1 – 14.2.3 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.
- 14.2.5 The GSA has the ability to view any club account authorized by the GSA and in the event of a failure of the club to adhere to GSA policies and bylaws, the GSA has the ability to freeze funds or to terminate access to the account by the club.
- 14.2.6 The GSA may request financial reports from any club having a bank account under the umbrella of the GSA at any time and the club must provide these reports within one month of the request.
- 14.3 In order for a Club to remain in 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.
 - 14.3.1 The size and duties of the club executives must be defined for all positions and follow the following criteria:
 - 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
- 14.4 Clubs are active for the academic term (Sept – August), and will undergo annual ratification between the months of July 1 – September 30th (inclusive). Ratification will involve the election of the Club executives for the term.
- 14.5 Club fundraising and sponsorship solicitation must be coordinated with GSAEC. This ensures there is no doubling up of funding requests University departments.
 - 14.5.1 Clubs can assess a membership fee of no more than \$10 CAD/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.
- 14.6 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.
 - 14.6.1 Clubs may create a logo so that it follows the following criteria:
 - Uniqueness
 - Does not include any 3rd party materials
 - Follows all copyright rules (ie. images used from the web must comply)
 - 14.6.2 Logos must be approved by the GSAC before the Club can use it officially.

Policy 15: GSA 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, a written notice shall be provided to the President one week prior the scheduled meeting time. The President shall provide the written notice to the VP Student Life if he/she cannot attend the meeting;



- 15.2.2 If any GSAEC member misses two (2) GSAC meetings in total without prior notice, an *ad hoc* Committee should be established in accordance with Bylaw 18.

GSA Council 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 President one week prior 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, *ad hoc* Committee should be established in accordance with Bylaw 18.
- 15.4 In the case 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.

Policy 16:GSAC E-Mail Ballots

- 16.1 An e-mail ballot may be used:
 - 16.1.1 To deal with Items for Action that is deemed by the President or, in his/her absence, 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 To approve an action that has met the conditions of prior motions, which do not require further debate. In this case, the mover must clearly distinguish the rationale, budgets, manner of voting, etc., on the ballot form.
 - 16.1.3 All e-mail ballots must include the names of the mover and seconder.
 - 16.1.4 E-mail ballots shall be administered by email. One person shall be designated to receive the votes of GSAC members.
 - 16.1.5 A simple majority of all voting members of the GSAC is required to pass a motion by e-mail ballot.
 - 16.1.6 The President may only vote to break a tie.
 - 16.1.7 Votes are considered valid only if they come from the voter's UofL e-mail address.

Policy 17: Elections, By-elections, and Campaigning

Definitions:

- 17.1 *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 *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.
- 17.4 *Plebiscite* refers to a balloting by members of GSA on a question, the results of which are not binding upon GSAC.



- 17.5 *By-election* refers to an election to fill vacant positions before the term of office expires.
- 17.6 *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.
- 17.7 *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.
- 17.8 *Regularly scheduled class weeks* are those weeks not falling during any school holiday or final exams period as outlined in the current University calendar.
- 17.9 *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 members of the GSA.

General Elections

- 17.10 The dates for the GSA General Election will be determined by GSAC in consultation with the Graduate Voting Officer prior to the commencement of the spring term.
- 17.11 The list of currently registered graduate students serves as the list of electors.
 - 17.11.1 All members of the GSA at the time of voting will be eligible to vote in:
 - 17.11.1.1 Any general election or by-election for positions on GSAC;
 - 17.11.1.2 Any GSA referendum, plebiscite or Town Hall meeting. An eligible voter, as defined above, 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.
 - 17.11.2 Counting shall automatically be done by the IT Department, or the Voting Officer if an on-site ballot was organized. Result of the voting shall be posted online and the membership shall be notified by email.

By-elections

- 17.11.2.1 There will be a by-election of the GSA for the election of a new member if the position of an Officer of the GSA becomes vacant.
 - 17.11.2.1.1 If the vacancy occurs between May 1 and August 31, a by-election must occur by September 30.
 - 17.11.2.1.2 If the vacancy occurs between September 1 and April 20, a by-election must occur within three (3) regularly scheduled class weeks.
- 17.11.2.2 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. 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.
- 17.11.2.3 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 where nominations are to be dropped off or sent.

- 17.11.2.4 The member(s) elected in by-elections shall have full voting privilege as the members elected in general elections.
- 17.11.2.5 The GSAC will, upon the recommendation of the Graduate Voting Officer, establish: date or dates of the voting in the by-election & the dates for filing of nominations.
- 17.11.2.6 The nomination period and voting dates of the by-elections will be during the academic year as defined by the Calendar.

Nominations and Eligibility Restrictions of Candidates

- 17.12 All members of the GSA are eligible for nomination to a position on GSAC in any election, provided the candidate is not scheduled to complete his/her program before the end of his/her term as a GSAC member when they are elected.
 - 17.12.1 A prospective candidate, in order to be nominated, must:
 - 17.12.1.1 fill out the official GSA nomination form in ink, including
 - 17.12.1.1.1 Name;
 - 17.12.1.1.2 Phone number;
 - 17.12.1.1.3 University of Lethbridge student identification number and position desired;
 - 17.12.1.2 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
 - 17.12.1.3 have an official GSA nomination form signed by three members of the GSA including their student ID numbers and signatures; and,
 - 17.12.1.4 Provide consent to the release of information about his/her registration status at the University of Lethbridge both during the campaign and at any time the nominee holds office.
 - 17.12.2 All candidates nominated to positions as Officers of the GSA must be in full-time attendance at the University of Lethbridge or registered in a co-operative education program through the University of Lethbridge.
- 17.13 A candidate's nomination will not be deemed valid unless the candidate attends an Orientation Session as scheduled by the current GSAC.

Ballot

- 17.14 The online ballot(s) must clearly and concisely lay out the position sought, the candidate(s) seeking the position, and the instructions for voting.
- 17.15 The ballots for an election will meet the following requirements:
 - 17.15.1 The name(s) of the candidate(s) for each position will be printed in alphabetical order (by surname).
 - 17.15.2 The names will be arranged as follows:
 - 17.15.2.1 the candidate's first name, initial (if requested); the candidate's surname;
 - 17.15.2.2 No titles, degrees, prefixes or suffixes will be included; all ballots will be as similar in format as possible.
- 17.16 The official electronic ballot form will be:

- 17.16.1 Designed with the authorization of the Office Administrator and the GSAC President
- 17.16.2 Audited by the Graduate Voting Officer and GSAC for compliance with the Bylaws
- 17.16.3 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”
- 17.16.4 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 OA 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

- 17.16.5 This policy guides the placement of all campaign activities on all University of Lethbridge campuses.
- 17.16.6 All candidates or campaigners shall campaign in a reasonable and responsible manner, including:
 - 17.16.6.1 Being personally responsible and liable for any damages resulting from their campaign;
 - 17.16.6.2 Being responsible for avoiding and reporting the practices that are unfair to other campaigners, as determined by the Graduate Voting Officer;
 - 17.16.6.3 Being responsible for complying with the provisions of the GSA Bylaws and Policies, and other regulations outlined at the Election Orientation Session;
 - 17.16.6.4 Being responsible for all campaign-related activities of people involved in their campaign;
 - 17.16.6.5 There will be no campaigning via the GSA list serve or any other public e-mail list.
- 17.16.7 Campaign period begins and ends according to the annual election calendar approved by the GSAC, or as defined by the Graduate Voting Officer.
- 17.16.8 A candidate may only begin campaigning after the Graduate Voting Officer has determined that his/her nomination form is valid in all respects, and the campaign period has begun.
- 17.16.9 The GSA shall not compensate any campaigning cost.
- 17.16.10 Campaign materials
 - 17.16.10.1 Campaign materials will be limited to posters, pamphlets, ribbons, buttons, banners, and other materials approved by the Graduate Voting Officer.
 - 17.16.10.2 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.

- 17.16.10.3 The following materials cannot be used under any circumstances:
- 17.16.10.3.1 Ammunition
 - 17.16.10.3.2 Flammable liquids
 - 17.16.10.3.3 Explosives
 - 17.16.10.3.4 Bio-hazardous waste
 - 17.16.10.3.5 Hazardous waste of any kind
- 17.16.10.4 The following applies to all campaign materials:
- 17.16.10.4.1 No more than one (1) poster per campaign, either individual or slate, may be affixed to any one (1) bulletin board;
 - 17.16.10.4.2 No more than one (1) poster per campaign may be affixed on the same plane within ten (10) feet of another;
 - 17.16.10.4.3 There will be no more than two (2) posters per pillar from the same campaign, and these posters must be facing opposite directions;
 - 17.16.10.4.4 All candidates must comply with the building codes set out by The University of Lethbridge, Physical Plant, and Department of Communications and Public Relations;
 - 17.16.10.4.5 Each candidate or referendum or plebiscite campaign will be limited to a maximum of one (1) banner per building, and two (2) in total;
 - 17.16.10.4.6 Each slate will be limited to a maximum of one (1) banner per building and three (3) in totals.
 - 17.16.10.4.7 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 before the date set for the election, referendum, or plebiscite;
 - 17.16.10.4.8 No campaign materials shall be affixed so as to physically or visually obstruct any other campaign materials or other business signs on the sites (e.g. security cameras, wifi access points, electronic notice boards, fire hose cabinets and fire extinguishers, defibrillators, utilities and caretaking 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);
 - 17.16.10.4.9 It is forbidden to place campaign materials on any glass or painted surface (etc. walls, windows).
 - 17.16.10.4.10 Campaign materials that are not in compliance with GSA Bylaws and Policies may be removed without notice.
 - 17.16.10.4.11 All campaigning materials will be removed by the end of the campaign period.

Adjudication



- 17.16.11 The Graduate Voting Officer is empowered to resolve questions pertaining to the election Bylaws and Policies during the nomination and campaign period. His/her interpretation of the Bylaws is subject to appeal by any member of the GSA:
- 17.16.11.1 In the case of an alleged infraction concerning nominations: an alleged infraction concerning nominations must be filed 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.
 - 17.16.11.2 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
 - 17.16.11.3 In the case of a complaint made by a candidate during the elections period:
 - 17.16.11.3.1 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).
 - 17.16.11.3.2 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.
 - 17.16.11.3.3 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
 - 17.16.11.3.4 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
 - 17.16.11.4 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.

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.

The Ballot

- 18.3.1 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".
- 18.3.2 In the case of a referendum or plebiscite initiated by a petition, the question to be put to the electors will be the question called for on the petition.
- 18.3.3 In the case of a referendum or plebiscite initiated by a motion of the GSA, the question to be put to the electors will be the question called for in the motion.
- 18.3.4 Each position or question being asked will be presented on an online ballot or ballots.
- 18.3.5 At the top of the ballot will be printed the word "referendum" or "plebiscite".
- 18.3.6 There will be printed below the title such instructions to the elector as may be necessary to inform him/her of the manner in which the ballot is to be marked.
- 18.3.7 All ballots will be as similar in format as possible within each referendum/plebiscite

Levy Fees

- 18.3.8 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.
- 18.3.9 All increases in levy fees are subject to the approval of the University Of Lethbridge Board Of Governors.
- 18.4 At the first GSAC meeting following a referendum, Council shall approve a motion to adhere to the results of the referendum.
- 18.5 The verbal spread of information pertaining to the referendum or plebiscite is not considered pre-campaigning.
- 18.6 In order to run a campaign for or against a referendum or plebiscite question, the following process shall be followed:
- 18.6.1 The official GSA form shall be completed in ink including:
- 18.6.1.1 Name;
- 18.6.1.2 University of Lethbridge student identification number; and,
- 18.6.1.3 The position being taken on the referendum or plebiscite question by the student(s) involved in the campaign.
- 18.6.1.4 One of the students, who will be held accountable for the campaign, must sign the form in front of the Graduate Voting Officer or a member of the GSAC, who must then initial the form.
- 18.6.2 The official GSA nomination form shall be signed by three members of the GSA, including their University of Lethbridge student ID numbers and signatures.
- 18.6.3 A campaign will not be permitted to operate unless the person signing the form, or a designate, 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; GSARC members and other council members are voluntary 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.

- 19.4 Director's fee shall be paid monthly, by the end of each month.
- 19.5 Director's fee of the executives are as follows:
 - 19.5.1 President: \$25,000.000/year
 - 19.5.2 Vice President Student Life: \$12,500/year
 - 19.5.3 Vice President Finance & Services: \$7,500.00/year
- 19.6 When the necessity of establishing a paid executive member position arises, the GSAC reserves the right to stipulate the director's fee for the positions, which should be based on the minimum wage for graduate students stipulated by the Collective Agreement between the GSA and the University.
- 19.7 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.
- 19.8 In the case when a GSA executive couldn't fulfill his/her duties and the duties are transferred to other executive(s), the director's fee should be transferred accordingly but preapproved 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.
 - 20.1.1 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. 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. 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 appropriate department for further investigation.
 - 20.1.3 More information at:
 - http://www.uleth.ca/policy/sites/policy/files/policy/Harassment%20and%20Discrimination_BOG%20Approved%Apr%2021_2016.pdf
 - http://www.uleth.ca/policy/sites/policy/files/policy/Sexual%20Violence%20Policy_BOG%20Approved%20Apr%2021_2016_0.pdf
 - <http://www.uleth.ca/sexual-violence>

Policy 21: Standing Committees

<p>GSA Committees:</p>
<p>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.</p>
<p>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.</p>
<p>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.</p>
<p>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 referenda. It also reviews Election and Referenda 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.</p>
<p>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 MoM 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 MoM Committee should function according to GSA Policies and Bylaws as well as Robert’s Rules of Order. The MoM 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.</p>

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.

Mental Health Committee: VP Student Life (Chair), President, VP Finance, at least 2 other GSAC Reps

The Mental Health Committee is appointed by, and has responsibility to, the University of Lethbridge GSA Council. Its main purpose is to ensure activities and programs to improve and support mental health of graduate students. The Committee should function according to GSA policies and bylaws as well as Robert's Rules of Order. The Mental Health Committee shall meet at least four (4) times a year, with additional meetings at the call of the Chair.

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 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.

Communications & Social Media: VP Student Life (Chair), at least 2 other GSAC Reps

The Communication and Social Media Committee (hereafter referred to as 'the Committee') is appointed by, and has responsibility to, the University of Lethbridge Graduate Students' Association Council (GSAC). Its main purpose is to plan, execute, and coordinate the various channels of communication between the GSA and the graduate student body. The Committee should function according to the GSA policies and bylaws as well as Robert's Rules of Order. The Committee shall meet at least four (4) 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.