



Duties of the GSA Representatives

As per the approved GSA Bylaws and Policies in 2016-2017 term

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 and the Alberta Societies Act.

3.2 The Members of the GSAC shall be:

- The three (3) Executives of the GSA who compose Graduate Students' Association Executive Council (GSAEC) are:
 - o President
 - o Vice-President Student Life
 - o Vice-President Finance and Services
 - o Twelve (12) Graduate Representatives of the Graduate Student Body at the University of Lethbridge who compose the Graduate Students Association Representatives (GSAR), as defined in Bylaw VII X

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. appointment for all of the remaining term of office; or, B. appointment for part of the remaining term of office; or, C. by-election. This is with the exception of the Executives of the GSA, whose vacancies must be filled through a by-election.

Bylaw 5 – Powers of the Graduate Students' Association Council

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

- o Observe and uphold the objectives of the GSA;
- o Comply with the will of the GSA members;
- o Execute and implement all GSAC decisions and Policies;
- o Manage business affairs of the GSA in accordance with the provisions of the Post-Secondary Learning Act, Alberta Societies Act and the GSA Bylaws & Policies;

- Authorize and approve general expenditures as defined in the Financial Policy;
- Be the primary body to present changes to the Bylaws or Policies or to propose new Bylaws or Policies to the GSA
- In the event of a dispute, interpret the Bylaws and Policies of the GSA.

Bylaw 10 – Duties of the Graduate Students’ Association Representatives

10.1 The Graduate Students’ Association Representatives (GSAR) consist of twelve (12) positions:

- 3 Arts & Science (1 Social Science, 1 Humanities & 1 Natural Science)
- 1 Management
- 1 Education
- 1 Fine Arts
- 1 Health Science
- 1 FNMI
- 1 International
- 3 Independent Representatives (general graduate representatives)

10.2 These twelve (12) graduate representatives are identified as the GSAR.

10.3 All Graduate Representatives are required to represent the GSA on a minimum of two (2) committees, internal or external.

10.4 All Graduate Representatives are to assist with the operations of the GSA by taking on tasks and duties outlined in Bylaws.

10.5 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)

10.6 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,

10.7 All Graduate Representatives are encouraged to attend all student life and mental health events held by the GSAC, and to encourage other students to participate.

Bylaw 16 –Duties of University Governance Representatives

16.1 In accordance with the objectives of the GSA, the GSAC may from time to time appoint representatives to Councils, Committees, or other administrative bodies of the University of Lethbridge. A list of bodies requiring or allowing GSA representation shall be maintained by the president and the executive coordinator and made available to GSA members.

- 16.2 At the first meeting of a newly elected GSAC, council members shall be invited to volunteer for the following positions:
- School of Graduate Studies Council representatives (all Executives and one additional council member);
 - GFC committees (VP Student Life is the primary liaison with the GFC executive committee and GFC council, and its sub-committees with high importance are designated to the GSAEC members, depending on the University regulation)
 - Senate committees (A member of the GSAE is the primary liaison with the Senate committee, and its sub-committees with high importance are designated to the GSAE members, depending on the University regulation)
 - Other positions as required.

- 16.3 The volunteers for each position shall be given the opportunity to explain their interest in and qualifications for the position.
- Candidates for positions on any governing Council, Committee, or other body must belong to the group governed by that body.
 - GSAC shall vote in closed session on which of the candidates to appoint for each position. If a member of GSAC is among the candidates for a position, he/she shall not participate in the voting for that position.
 - In the case of multiple candidates, none of whom achieves a majority on the first round of voting; the two candidates who received the highest number of votes shall be subject to a second round of voting.
 - The selected candidates shall be appointed by the GSA to the position in question.

16.4 If there are no volunteers for any of the positions listed in Section 2, GSAC shall appoint a council member or ex officio members to the position, by majority vote.

16.5 Each Representative is responsible to attend all meetings of the body to which he/she is appointed.

16.6 Each Representative is responsible for providing regular reports to GSAC about all deliberations and decisions of the body to which he/she belongs, which are relevant to GSA and are to be included in GSAC minutes and kept in the GSA office.

Bylaw 21 – Operational Duties

- 21.1 The GSAC shall appoint GSA members to assist the following duties, the appointment only happens with a necessity of operational assistance and with the majority vote of the GSAC:
- Budget & Finance: Work under the direction of the Vice-President Finance & Services to carry out the financial duties of the GSA as laid out in the GSA Financial Policy.

- Social events: Work under the direction of the Vice-President Student Life and be responsible for:
 - planning and coordinating social events for GSA members;
 - encouraging participation of GSA members in GSA events; and,
 - coordinating with the School of Graduate Studies (SGS), the Teaching Centre and other University bodies in planning and publicizing GSA events
- Legislation and Governance: Work under the direction of the President and be responsible for:
 - suggesting amendments to the GSA Bylaws and Policies as necessary to accord with the needs of the GSA;
 - ensuring that the GSA Bylaws and Policies are amended as necessary to accord with any changes to relevant federal or provincial legislation; and,
 - If amendments are recommended by others, ensure consistency with other governing documents, and provide recommendations to GSAC.
- Elections: While working under the direction of the Graduate Voting Officer:
 - Plan and administer GSA elections, referenda, and plebiscites; and,
 - Recommend any changes to Bylaws that would be conducive to the effective administration of GSA elections.
- Conference: Working under the direction of the VP Student Life, shall:
 - Assist with the development and planning of the GSA Multi-disciplinary Conference held annually
 - Assist with the creation of communication material to promote the conference to students, staff, administration, and to the community of Lethbridge
 - Assist with the annual budget and Q.I.P proposals related to the conference
 - Other tasks related to the conference.

21.2 At the first meeting of a newly elected GSAC, all Council members shall be invited to volunteer for any of the roles outlined above.