



Duties of the VP Finance and Services

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 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;

- 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 6 – Graduate Students’ Association Executive Council

6.1 The GSAEC shall consist of:

- The Executives enumerated in Bylaw 3.2
- Plus one GSAR member on a rotation basis

Note: This appointment does not extend executive duties or rights to the representative

6.2 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.

6.3 The President of the GSA shall serve as Chair of the GSAEC.

6.4 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.

6.5 Quorum for GSAEC meetings shall be three (3) members of the GSAEC.

Bylaw 9 – Duties of the Vice-President Finance& Services of the Graduate Students’ Association

9.1 The Vice-President Finance& Services is responsible for the efficient administration of the financial affairs of the GSA.

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

9.3 The Vice-President Finance & Services shall be nominated by the GSA to the University Budget Committee (UBC).

9.4 The VP Finance & Services, the VP Student Life, or the President shall be nominated by the GSAC to the University of Lethbridge Senate.

9.6 The Vice-President Finance & Services shall be limited to participating in a maximum of six (6) external committees.

9.7 The Vice-President Finance & Services shall:

- Ensure accountability in financial matters of the GSA;
- Ensure compliance with the Financial Policy of the GSA and the University of Lethbridge;
- Maintain complete and orderly financial records for the GSA;
- Oversee income to and disbursements from the GSA account;
- Provide a monthly report of the financial standing to the GSAC;
- Provide a proposed budget and a final budget with outlined amounts for the GSAC in accordance to the Financial Policy of the GSA;
- Oversee the annual audits and creation of year-end accounting documents;
- Oversee the U-Pass program in conjunction with the Vice-President Student Life Executive Coordinator;
- Delegate responsibilities according to the Bylaws;
- Assist the President with assigned responsibilities;
- Assist the President during negotiations and research prior to aforementioned action representing the GSAC and all GSA members;
- Represents the GSA on the University of Lethbridge Student Awards Committee;
- Chair the Awards and Budget Committees be and responsible for the development of awards /applications, and plan for the future award fund allocations.

Bylaw 14 – Duties of the Senate Representative

14.1 As mandated by the Post-Secondary Learning Act, the GSA shall nominate a representative to the Senate of the University of Lethbridge. This representative can be any current member of the GSAC.

14.2 When a new Senate representative is nominated, GSAC shall immediately notify the Secretary to Senate.

14.4 The Senate representative is responsible to attend all Senate meetings and related functions.

14.4 In addition, the Senate representative is responsible for providing regular reports to GSAC at Council meeting regarding all material that occurred during the previous Senate meeting(s), which is:

- relevant to GSA members
- accessible to the GSA members

14.5 When a GSAC representative cannot be nominated and/or approved by the GSAC to the University of Lethbridge, Chancellor Selection Committee shall nominate the Senate representative, as mandated by the Post-Secondary Learning Act.

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.