GSA Bylaw and GSA Policy - Integrated

GSA Bylaw
The Graduate Students' Association
of the University of Alberta

Last updated: 2022-11-21
(YYYY-MM-DD)
Certified by: Dweej Shah, GSA Speaker
(name, GSA Speaker)
2022-11-21

GSA Policy
The Graduate Students' Association
of the University of Alberta

Last updated: 2023-06-19
(YYYY-MM-DD)
Certified by: Farhan Khalid, GSA Speaker
(name, GSA Speaker)
2023-06-19

GSA Bylaw
Amended 21 November 2022[1]

Establishment
The GSA Bylaws are established by order of the *Post-Secondary Learning Act* (Section 95(2)).

Amendments to GSA Bylaw
All changes to GSA Bylaw are approved by a two-thirds simple majority vote in favour at two (2) meetings of GSA Council no less than one (1) week apart.

Maintenance of GSA Bylaw
GSA Bylaw will be stored in the GSA office and posted on the GSA website. When GSA Bylaw is changed, as directed by GSA Council, previous versions will be archived in the GSA office and made accessible upon request.

Changes to GSA Bylaw will maintain the predefined styles for governing documents at the GSA and all revision dates will be recorded within GSA Bylaw.

[1] Editorial revisions to all GSA Bylaw made by GSA Council on 15 April 2019. Editorial revisions to all GSA Bylaw made by the GSA Governance Committee on 21 May 2013, 9 August 2013, 21 January 2014 (Chair and Vice-Chair, under delegated authority from the GSA Governance Committee), 31 October 2016, 27 November 2018, and 9 August 2019.

GSA Policy
Amended 19 June 2023[2]

Establishment
GSA Policy is established by GSA Bylaw. As per GSA Bylaw, GSA Policy contains all policies and procedures passed by GSA Council except as contained in any other governing document.

Amendments to GSA Policy
As per GSA Bylaw, GSA Policy is under the jurisdiction of GSA Council and may be amended by a simple majority vote of GSA Council at any meeting of GSA Council. As per GSA Policy, the GSA Governance Committee may make any editorial changes (such as factual inaccuracies and other editorial issues) to the GSA governing documents as deemed necessary by the committee.

Maintenance of GSA Policy
GSA Policy will be stored in the GSA office and posted on the GSA website. When GSA Policy is changed, as directed by GSA Council, previous versions will be archived in the GSA office and made accessible upon request.

Changes to GSA Policy will maintain the predefined styles for governing documents at the GSA and all revision dates will be recorded within GSA Policy.

[2] Editorial revisions to all GSA Policy made by GSA Council on 15 April 2019 and 21 November 2022. Editorial revisions to all GSA Policy made by the GSA Governance Committee on 19 March 2013, 21 May 2013, 9 August 2013, 21 January 2014 (Chair and Vice-Chair, under delegated authority from the GSA Governance Committee), 31 October 2016, 27 November 2018, 7 February 2019, 18 April 2019, 8 July 2019, 9 August 2019, 26 September 2019, 22 January 2020, 16 March 2020, 10 September 2020, and 21 September 2020.

User's Guide to the Integrated GSA Bylaw & Policy

- GSA Bylaws are the rules that govern the GSA, which the GSA is allowed to make under the *Post-Secondary Learning Act* (Section 95(2)).

- GSA Policies are the general principles by which the GSA is run, and typically elaborate on rules set out in GSA Bylaw.

- GSA Bylaw and GSA Policy are distinguished from each other through the headers of each section.

- GSA Bylaw always comes before relevant GSA Policy. Not all GSA Bylaws have related GSA Policies, and *vice versa*.

- Footnotes indicate the date changes were made and the governing body that approved the changes. A full list of revision dates is available at the end of this document.

- All sections have tables at the beginning which outline the purpose and scope of the associated GSA Bylaw and/or GSA Policy, note any other specifically related sections of GSA Bylaw and Policy or GSA Board Policy that should be consulted, and provide definitions of recurring terminology used within that section (if any). When reviewing a section that notes other specifically related sections of GSA governing documents, users should turn to those sections to ensure they have a full understanding of the topic at hand.

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Section A: Authority

Purpose and Scope: This bylaw governs the authority of the GSA pursuant to the *Post-Secondary Learning Act*	
Definitions	None
Other Specifically Related Sections of GSA Governing Documents	*Post-Secondary Learning Act*

GSA Bylaw: Authority[3]

A.BYL.1 General

A.BYL.1.1 By order of Section 94(1) of the *Post-Secondary Learning Act*, the name of the organisation will be "the Graduate Students' Association of the University of Alberta," hereafter referred to as the GSA.

A.BYL.1.2 These Bylaws constitute bylaws for the purpose of Section 95(2) of the *Post-Secondary Learning Act*, and may be amended by two (2) two-thirds simple majority votes of GSA Council held on seven (7) calendar days' notice of Motion and no less than one (1) week apart.

A.BYL.1.3 The GSA maintains the following additional governing documents:

A.BYL.1.3.a GSA Policy and

A.BYL.1.3.b GSA Board Policy.

A.BYL.1.4 For the purpose of activities related to collective bargaining, the GSA must also comply with the relevant sections of the *Labour Relations Code*.

A.BYL.2 GSA Policy

A.BYL.2.1 GSA Policy contains all policies passed by GSA Council except as contained in any other governing document.

A.BYL.2.2 GSA Policy is under the jurisdiction of GSA Council and may be amended by a simple majority vote of GSA Council at any meeting of GSA Council.

A.BYL.3 GSA Board Policy

A.BYL.3.1 GSA Board Policy details high-level operational policies of the GSA.

A.BYL.3.2 GSA Board Policy is under the jurisdiction of the GSA Board (GSAB) and may be amended by a majority vote of the GSAB at any meeting of the GSAB, with changes to be reported to GSA Council.

[3] Approved by GSA Council on 13 December 2010. Amended by the Annual General Meeting on 28 March 2011. Amended by GSA Council on 14 March 2018 and 18 June 2018.

Section B: Members

Purpose and Scope: This bylaw governs membership with the GSA, including associated rights and privileges	
Definitions	None
Other Specifically Related Sections of GSA Governing Documents	*Post-Secondary Learning Act* GSA Bylaw and Policy, Section C: GSA Council GSA Bylaw and Policy, Section H: Performance, Conduct, Responsibilities, and Attendance, and the GSA Appeals and Complaints Board GSA Board Policy, Section 4, GSA Meeting Rooms: Bookings by Groups or Individuals External to the GSA

GSA Bylaw: Members[4]

B.BYL.1 Members

B.BYL.1.1 Membership in the GSA consists of:

B.BYL.1.1.a All full-time graduate students while they are registered (where applicable) at the University of Alberta after being admitted to the Faculty of Graduate Studies and Research (FGSR),

B.BYL.1.1.b All part-time graduate students while they are registered (where applicable) at the University of Alberta after being admitted to the FGSR, and

B.BYL.1.1.c All associate members.

B.BYL.1.2 GSA Council may elect to associate membership of the GSA to any member(s) or class of members of the University community it considers appropriate.

B.BYL.1.3 Postgraduate medical/dental education trainees have the option of paying fees to the GSA solely for the purpose of accessing the U-Pass service.

B.BYL.2 Membership Fees

B.BYL.2.1 Pursuant to Section 95(2)(f) of the *Post-Secondary Learning Act*, annual membership fees will be paid by all members of the GSA who are assessed tuition in the fall and winter terms.

B.BYL.2.2 Membership fees will be indexed annually to inflation as measured by the Alberta Consumer Price Index.

B.BYL.2.3 Notwithstanding Section B.BYL.2.2, above, adjustments to the membership fees to be paid by members of the GSA may be made as part of the annual budgeting process, subject to explicit approval by GSA Council.

B.BYL.3 Rights, Privileges, and Responsibilities of Members

B.BYL.3.1 All GSA members, except associate members, are eligible to vote in all GSA elections (excluding the election of the Associate Vice-President Labour, in which voting is restricted to academically-employed graduate students) and referenda.

[4] Amended by the Annual General Meeting on 28 March 2011. Amended by GSA Council on 14 March 2011, 18 June 2018, 15 April 2019, and 21 November 2022. Editorial revisions made by the GSA Governance Committee on 13 March 2014 (Chair and Vice-Chair under delegated authority from the GSA Governance Committee) and 28 May 2015.

B.BYL.3.2 All GSA members may attend GSA Council meetings as observers, subject to the rules of order of the assembly.

B.BYL.3.3 Subject to the provisions of contractual agreements, all GSA members (except associate members) have access to services provided by the GSA, including the GSA Health and Dental Plan, GSA Recognition Awards, Graduate Student Assistance Program, GSA grants and bursaries, and the U-Pass service.

B.BYL.3.4 All GSA members have the privilege of booking meeting rooms in accordance with GSA Board Policy.

B.BYL.3.5 All GSA members of the GSA must exercise shared responsibility in monitoring the performance and conduct of GSA Officers, and monitoring for potential conflicts of interest and/or conflicts of commitment among GSA members, as defined in Section H: Performance, Conduct, Responsibilities, and Attendance, and the GSA Appeals and Complaints Board.

Section C: GSA Council

Purpose and Scope: This bylaw and associated policies govern procedures related to GSA Council, as well as attendance at GSA Council	
Definitions	"Working Day" is defined as a day that the GSA office is open
Other Specifically Related Sections of GSA Governing Documents	*Post-Secondary Learning Act* GSA Bylaw and Policy, Section D: GSA Officers

GSA Bylaw: GSA Council[5]

C.BYL.1 Mandate

C.BYL.1.1 The mandate of GSA Council is to fulfill all responsibilities listed in Section 95 of the *Post-Secondary Learning Act*.

C.BYL.2 General

C.BYL.2.1 GSA Council and attendance at GSA Council will be governed by GSA Policy.

[5] Amended by the Annual General Meeting on 28 March 2011. Amended by GSA Council on 16 April 2012, 22 June 2015, 24 October 2016, 15 May 2017, and 28 January 2019. Editorial revisions made by the GSA Governance Committee on 5 May 2015 (Chair and Vice-Chair under delegated authority from the GSA Governance Committee) and 14 July 2015 (Chair and Vice-Chair under delegated authority from the GSA Governance Committee).

GSA Policy: GSA Council[6]

C.POL.3 GSA Council Composition

C.POL.3.1 GSA Council is comprised of:

C.POL.3.1.a All Directly-Elected Officers (DEOs), aside from the Associate Vice-President Labour (AVPL), as voting members,

C.POL.3.1.b The AVPL and all GSA Council-Elected Officers and Deputies as non-voting members,

C.POL.3.1.c One (1) graduate student elected from each department, faculty, or extra-departmental unit at the University that offers a graduate program (Departmental Councillors) as voting members,

C.POL.3.1.d One (1) Councillor elected by the Indigenous Graduate Students' Association (IGSA) as a voting member,

C.POL.3.1.e Ten (10) Councillors-at-Large (CALs) as voting members, and

C.POL.3.1.f The GSA Directors as non-voting members.

C.POL.3.2 Departmental Councillors and the IGSA Councillor, and their alternates, will be elected (or, in the case of alternates, appointed) annually for a one (1) year term by graduate students from their department ('constituents') or from the membership of the IGSA according to their own procedures or their group Constitution.

C.POL.3.2.a The duties of Departmental Councillors and the IGSA Councillor will be:

C.POL.3.2.a.i To act as the primary liaison between the GSA and their constituents, including sending their constituents a brief report on GSA Council meetings and soliciting feedback,

C.POL.3.2.a.ii To attend all meetings of GSA Council or, if they are unable to attend, to ensure their alternate can attend in their place, and

C.POL.3.2.a.iii To ensure that the Speaker and GSA office are kept up to date with their names, departmental addresses, and contact information.

C.POL.3.2.b For the benefit of graduate students in each department, faculty, or extra-departmental unit at the University, as represented by their Departmental Councillors or alternates that meet the attendance requirements, GSA Council remuneration will be provided, as specified in GSA Policy, GSA Council Attendance.

C.POL.3.2.b.i The IGSA will be provided with GSA Council remuneration, as specified in GSA Policy, GSA Council Attendance.

C.POL.3.3 CALs will be members of the GSA, excluding associate members, elected annually, with their terms to run from 1 May until 30 April of the following year.

C.POL.3.3.a The duties of CALs will be:

C.POL.3.3.a.i To attend all meetings of GSA Council,

C.POL.3.3.a.ii To ensure that the Speaker and GSA office are kept up to date with their names, departmental addresses, and contact information, and

C.POL.3.3.a.iii To provide additional voices on GSA Council from those offered by DEOs, Departmental Councillors, and the IGSA Councillor.

C.POL.3.4 Members of the public are required to sign in with the Speaker and will be given a placard. They may not vote and do not have speaking privileges unless extended them by GSA Council following a vote on the matter.

[6] Approved by GSA Council on 28 January 2019. Amended by GSA Council on 28 February 2022.

C.POL.4 GSA Council Meetings

C.POL.4.1 The Speaker sets GSA Council meeting dates annually. If lacking sufficient agenda items, up to two (2) meetings may be cancelled at the discretion of the Speaker and President, but never two (2) sequential meetings.

C.POL.4.2 Quorum for any GSA Council meeting will consist of thirty (30) voting members of GSA Council. Votes are tallied based on votes cast, rather than members present.

C.POL.4.3 Agendas for GSA Council meetings will normally include time for: receiving the names of new GSA Council members, presentations, announcements from GSA Council members, action items, elections, reports from Directly-Elected Officers, GSA Standing Committees, and Management, and question period.

C.POL.4.3.a Agenda items normally come to GSA Council from the GSA Board (GSAB) or other GSA Standing Committees. Members of GSA Council who wish to place an item on the agenda should contact the Speaker.

C.POL.4.3.b Substantive agenda items are circulated to GSA Council members at least one (1) week prior to the date of the meeting on instruction of the Speaker. Substantive items received after this will be added to the agenda at the discretion of the Speaker. Reports for information are circulated the Friday (or Thursday, in the event of a holiday related closure of the GSA office) before a Monday meeting.

C.POL.4.3.c Changes to the agenda made at meetings require a two-thirds simple majority vote.

C.POL.4.4 Special Meetings of GSA Council

C.POL.4.4.a Special meetings of GSA Council will have specific and limited agendas and may be called when important matters arise for decision either between regular meetings or at a time when pressure of business would not allow them to be adequately disposed of at a scheduled meeting. Procedures governing scheduled meetings will apply to special meetings.

C.POL.4.4.b With reasonable notice (when possible five (5) working days), special meetings will be called by the Speaker following receipt of any of the following:

C.POL.4.4.b.i A Motion of GSA Council at any GSA Council meeting,

C.POL.4.4.b.ii A Motion of the GSAB, or

C.POL.4.4.b.iii A request to the GSAB made by ten (10) or more members of GSA Council.

C.POL.4.4.c Any request for a special meeting of GSA Council as noted above will specify the intended purpose of that meeting, and all business at the meeting must, unless otherwise mandated, be restricted to the specified purpose of the meeting.

C.POL.5 Procedure at GSA Council Meetings

C.POL.5.1 The duties of the Speaker are outlined in GSA Bylaw and Policy, Section D: GSA Officers.

C.POL.5.1.a If the Speaker is unable to perform any of his/her duties, the Deputy Speaker will act. If neither is available, the President and the Executive Director (or delegate) will consult on the action(s) to be taken.

C.POL.5.2 Motions (formal proposals that GSA Council take certain actions), are normally accompanied by a Notice of Motion (advance written notice that a Motion will be presented and debated at an upcoming meeting of GSA Council). Notices of Motion must be presented in time to be circulated with the first mailing of the GSA Council material, as described above.

C.POL.5.2.a To move a Motion, voting members of GSA Council must first be recognized by the Speaker. A Motion must be seconded; a second simply indicates that the seconder agrees that the Motion should be debated and not that the seconder necessarily favours the Motion.

C.POL.5.2.b During discussion and debate, voting members of GSA Council may:

C.POL.5.2.b.i Move an amendment to a Motion. Amendments to a Motion must be germane; that is, they must be closely related to the subject of the Motion.

C.POL.5.2.b.ii Move a Motion to Defer, which enables the discussion of a substantive issue to be put off to a later, specified time.

C.POL.5.2.b.iii Move a Motion to Table, which allows GSA Council to lay aside a Motion until some future time. This Motion is not debatable, except with respect to when the Motion will return to GSA Council.

C.POL.5.2.c Following discussion and debate, a Motion goes to a vote.

C.POL.5.2.c.i Unless otherwise noted, a simple majority vote is needed for a Motion to pass; in the event of a tie a Motion is considered to have failed.

C.POL.5.2.d Voting members of GSA Council may also:

C.POL.5.2.d.i Move a Motion to Refer, which allows GSA Council to refer an issue to another body, usually a GSA Standing Committee.

C.POL.5.2.d.ii Move a Motion to Rescind, which allows GSA Council to cancel or stop an entire Motion that had already been adopted.

C.POL.5.2.d.iii Move a Motion to Reconsider, which allows GSA Council to return to a Motion that has been voted on at the meeting, in an instance where new information emerges or the situation changes, allowing GSA Council to consider and vote anew, as if GSA Council had not previously voted on the Motion.

C.POL.5.2.e GSA Council may vote to close meetings, in which case only GSA Council members and GSA staff may attend; others wishing to attend must have permission extended by GSA Council following a vote.

C.POL.5.2.e.i Open session minutes of GSA Council will be posted on the GSA website. Closed session minutes are confidential. Motions may only be considered in open session.

C.POL.5.3 Prerogatives of GSA Council Members

C.POL.5.3.a After being recognized by the Speaker, any member of GSA Council may:

C.POL.5.3.a.i Ask a question for information,

C.POL.5.3.a.ii Provide a Point of Information (request or provide information),

C.POL.5.3.a.iii Provide a Point of Order (ask that the Speaker enforce procedures governing GSA Council),

C.POL.5.3.a.iv Provide a Point of Personal Privilege (protest a personal remark),

C.POL.5.3.a.v Call the Question (call for a vote on an associated Motion if it is felt that there has been a fulsome discussion and it is time to move to a vote), or

C.POL.5.3.a.vi Motion for adjournment (separate from the adjournment as listed on the meeting agenda). This Motion is not debatable.

C.POL.5.4 If a member of GSA Council considers that a ruling made by the Speaker is not in order, they may appeal the Speaker's ruling. If this happens, the Speaker will give a brief explanation of their ruling. After questions and debate, the Speaker then asks voting members to vote on whether their ruling is upheld. If the ruling of the Speaker is overturned, the Speaker is bound to take the necessary remedial action to correct the situation.

GSA Policy: GSA Council Attendance[7]

C.POL.6 Attendance

C.POL.6.1 Directly-Elected Officers

C.POL.6.1.a Directly-Elected Officers are expected to attend all GSA Council meetings and do not have alternates.

C.POL.6.1.b If a Vice-President or the Associate Vice-President Labour (AVPL) cannot attend a meeting, they will provide an advance written reason to the President and Speaker. If a Vice-President or AVPL misses two (2) consecutive GSA Council meetings or a total of three (3) GSA Council meetings during their term, without an advance written reason acceptable to the President and Speaker, the Speaker, in consultation with the President and the Executive Director (ED) (or delegate), will consider what action(s) should be taken.

C.POL.6.1.c If the President cannot attend a meeting, they will provide an advance written reason to the Speaker and Deputy Speaker. If the President misses two (2) consecutive GSA Council meetings or a total of three (3) GSA Council meetings during their term, without an advance written reason acceptable to the Speaker and Deputy Speaker, the Speaker, in consultation with the Deputy Speaker and the ED (or delegate), will consider what action(s) should be taken.

C.POL.6.2 GSA Council-Elected Officers

C.POL.6.2.a The Speaker, Deputy Speaker, Chief Returning Officer (CRO), Deputy Returning Officer (DRO), and Senator are expected to attend all GSA Council meetings.

C.POL.6.2.b If the Speaker cannot attend a meeting, they will provide an advance written reason to the President and the Deputy Speaker. If the Speaker misses two (2) consecutive GSA Council meetings or a total of three (3) GSA Council meetings during their term, without an advance written reason acceptable to the President and the Deputy Speaker, the President, in consultation with the Deputy Speaker and the ED (or delegate), will consider what action(s) should be taken.

C.POL.6.2.c If the CRO cannot attend a meeting, they will provide an advance written reason to the Speaker and the DRO. If the CRO miss two (2) consecutive GSA Council meetings or a total of three (3) GSA Council meetings during their term, without an advance written reason acceptable to the Speaker and the DRO, the Speaker, in consultation with the DRO and the ED (or delegate), will consider what action(s) should be taken.

C.POL.6.2.d If the Deputy Speaker or DRO cannot attend a meeting, they will provide an advance written reason to the Speaker and the President. If the Deputy Speaker or DRO miss two (2) consecutive GSA Council meetings or a total of three (3) GSA Council meetings during their term, without an advance written reason acceptable to the Speaker and the President, the Speaker, in consultation with the President and the ED (or delegate), will consider what action(s) should be taken.

C.POL.6.2.e If the Senator cannot attend a meeting, they will provide an advance written reason to the Speaker and the President. If the Senator miss two (2) consecutive GSA Council meetings or a total of three (3) GSA Council meetings during their term, without an advance written reason acceptable to the Speaker and the President, the Speaker, in consultation with the President and the ED (or delegate), will consider what action(s) should be taken.

C.POL.6.3 Departmental Councillors and the Representative of the Indigenous Graduate Students' Association

[7] Approved by GSA Council on 25 May 2015. Amended by GSA Council on 20 July 2015, 19 November 2018, and 28 January 2019.

C.POL.6.3.a It is a duty of Departmental Councillors and the Indigenous Graduate Students' Association (IGSA) Councillor "to attend all meetings of GSA Council or, if they are unable to attend, to ensure their alternate can attend in their place" (GSA Bylaw and Policy, Section C.POL.3.2.a.ii). If both the Departmental Councillor and the alternate cannot attend a meeting, they will provide an advance written reason to the Speaker. If a Departmental Councillor, or alternate, or the IGSA Councillor, or alternate, misses two (2) consecutive GSA Council meetings or a total of three (3) GSA Council meetings within a year, without an advance written reason acceptable to the Speaker and the Deputy Speaker, the Speaker, in consultation with the Deputy Speaker and the ED (or delegate), will declare the position vacant and seek to have the position filled.

C.POL.6.3.b The GSA will provide, for the benefit of graduate students in each department, faculty, or extra-departmental unit, and for the benefit of graduate students represented by the IGSA, remuneration based on an attendance rate of at least 50% at GSA Council meetings in a given year, which is defined as 1 May to the following 30 April, by a Departmental Councillor, or alternate, and the IGSA Councillor, or alternate.

C.POL.6.3.c The yearly amount budgeted for GSA Council remuneration will be divided equally amongst the total number of eligible recipients.

C.POL.6.3.d GSA Council remuneration funds will normally be distributed no later than 31 August of each year.

C.POL.6.3.e GSA Council remuneration funds must be deposited within three (3) months of the funds being issued. Any GSA Council remuneration funds that have not been deposited within three (3) months from the date they were originally issued will not be re-issued and funds will be considered forfeit.

C.POL.6.4 Councillors-at-Large

C.POL.6.4.a Councillors-at-Large (CALs) are expected to attend all GSA Council meetings (GSA Bylaw and Policy, Section C.POL.3.3.b.i). CALs do not have alternates. If a CAL cannot attend a meeting, they will provide an advance written reason to the Speaker. If a CAL misses two (2) consecutive GSA Council meetings or a total of three (3) GSA Council meetings during their term, without an advance written reason acceptable to the Speaker and the Deputy Speaker, the Speaker, in consultation with the Deputy Speaker and the ED (or delegate), will initiate discussion with GSA Council on the action(s) to be taken.

Section D: GSA Officers

Purpose and Scope: This bylaw and associated policy govern the duties of and qualifications for GSA Officer positions	
Definitions	"Conflict of Interest" is defined as the convergence of a GSA member's personal, financial, or political interests with their professional interests such that an independent observer might reasonably question whether that member's professional actions and/or decisions are improperly influenced by consideration of personal, financial, or political gain or loss "Written Record" is defined, with respect to the Chief Returning Officer, as all communications with candidate(s) or Campaign Representatives and any other(s) also involved
Other Specifically Related Sections of GSA Governing Documents	GSA Bylaw and Policy, Section B: Members GSA Bylaw and Policy, Section C: GSA Council GSA Bylaw and Policy, Section H: Performance, Conduct, Responsibilities, and Attendance, and the GSA Appeals and Complaints Board GSA Bylaw and Policy, Section I: Elections GSA Bylaw and Policy, Section J: Referenda GSA Bylaw and Policy, Section Q: Collective Bargaining

GSA Bylaw: GSA Officers[8]

D.BYL.1 General

D.BYL.1.1 The Officers of the GSA comprise:

- D.BYL.1.1.a Directly-Elected Officers (DEOs) and
- D.BYL.1.1.b GSA Council-Elected Officers.

D.BYL.1.2 The GSA has the following DEOs:

- D.BYL.1.2.a The President,
- D.BYL.1.2.b The Vice-President Academic,
- D.BYL.1.2.c The Vice-President External,
- D.BYL.1.2.d The Vice-President Student Life
- D.BYL.1.2.e The Vice-President Student Services, and
- D.BYL.1.2.f The Associate Vice-President Labour.

D.BYL.1.3 The GSA has the following GSA Council-Elected Officers:

- D.BYL.1.3.a The Chief Returning Officer (CRO) and Deputy Returning Officer,

[8] Amended by the Annual General Meeting on 28 March 2011. Amended by GSA Council on 14 March 2011, 11 June 2012, 20 January 2014, 18 June 2018, 20 April 2020, and 18 October 2021. Editorial revisions made by the GSA Governance Committee on 12 July 2015, 3 April 2017, and 6 October 2017.

D.BYL.1.3.b The Senator, and

D.BYL.1.3.c The Speaker and Deputy Speaker.

D.BYL.1.4 Stipends and Honoraria:

D.BYL.1.4.a DEOs will be paid a stipend and the CRO and Speaker will be paid an honorarium as detailed in the GSA's annual GSA Council approved budget.

D.BYL.1.4.b Any changes above the Consumer Price Index in the stipend received by DEOs are subject to explicit approval by GSA Council. Any changes to the honorarium received by the CRO and Speaker are subject to explicit approval by GSA Council.

D.BYL.2 Directly-Elected Officers

D.BYL.2.1 Election of Directly-Elected Officers (DEOs)

D.BYL.2.1.a DEO will be elected annually pursuant to Section I: Elections.

D.BYL.2.1.b The term of each DEO is from 1 May until 30 April of the following year.

D.BYL.2.2 Duties of Individual Portfolios

D.BYL.2.2.a The President is the chief executive officer of the GSA and is responsible for the GSA's overall operations as well as external and University affairs. The President leads the GSA on the Board of Governors and the General Faculties Council (GFC).

D.BYL.2.2.b The Vice-President Academic is responsible for academic matters and affairs concerning graduate students and other issues as assigned, and serves as the GSA's statutory member on GFC.

D.BYL.2.2.c The Vice-President External is responsible for external representation and advocacy, along with the President, and other issues as assigned.

D.BYL.2.2.d The Vice-President Student Life is responsible for matters related to graduate student life and the overall graduate student experience, University residence matters, GSA outreach, graduate student groups, matters related to equity, diversity, and inclusion, and other issues as assigned.

D.BYL.2.2.e The Vice-President Student Services is responsible for GSA and University services provided to graduate students and other issues as assigned.

D.BYL.2.2.f The Associate Vice-President Labour is responsible for labour-related matters concerning academically-employed graduate students (including collective bargaining), and leads the GSA's work as a union.

D.BYL.2.2.g Specific responsibilities of DEOs are outlined in GSA Policy.

D.BYL.3 GSA Council-Elected Officers

D.BYL.3.1 Election of Chief Returning Officer (CRO), Deputy Returning Officer (DRO), Senator, Speaker, and Deputy Speaker

D.BYL.3.1.a GSA Council-Elected Officers will be GSA members.

D.BYL.3.1.b The GSA Nominating Committee (GSA NoC) will open nominations for Council-Elected Officers on or about 1 May of every year by email to every GSA member.

D.BYL.3.1.c The GSA NoC will follow its legislated process in forwarding one (1) or more nominations to GSA Council, except that the GSA NoC may not waive advertising. Note that the legislated GSA NoC process specifies that all vacancies will be advertised at least twice in advance of the nomination deadline.

D.BYL.3.1.d Council-Elected Officers will be elected by a simple majority vote of GSA Council, for a term lasting from 1 July to 30 June of the following year.

D.BYL.3.1.e In the case of a resignation or other vacancy in Council-Elected Officer positions, as determined by the GSA NoC, the GSA NoC will advertise the position and arrange for election by GSA Council in the most expedient way possible.

D.BYL.3.1.f Candidates are not allowed to run for other positions within the GSA while standing for election to a GSA Council-Elected Officer position and, if elected, may not hold other GSA Council-Elected Officer positions.

D.BYL.3.2 Duties

D.BYL.3.2.a The CRO is responsible for running all GSA elections and referenda.

D.BYL.3.2.b The Senator is the GSA's representative to the University of Alberta Senate.

D.BYL.3.2.c The Speaker is responsible for presiding over all meetings of GSA Council.

D.BYL.3.2.d The duties of the DRO and Deputy Speaker are to assist the CRO and Speaker as needed.

D.BYL.3.2.e All GSA Council-Elected Officers are non-voting members of GSA Council.

D.BYL.3.3.f Specific responsibilities of GSA Council-Elected Officers are outlined in GSA Policy.

GSA Policy: GSA Officer Portfolios[9]

D.POL.4 General Information and Qualifications

D.POL.4.1 Elected Officers and candidates must have schedules that allow them to attend preset meeting dates for the University committees their position requires them to attend.

D.POL.4.2 Elected Officers and candidates for elected office will have as much flexibility as possible in their schedules in order to fulfill the duties of their position.

D.POL.4.3 Elected Officers and candidates for elected office will abide by all GSA Bylaws, GSA Policies, and GSA Board (GSAB) Policies, including with respect to performance and conduct, conflict of interest, and conflict of commitment.

D.POL.4.4 Elected Officers and candidates for elected office will self-disclose any conflict of commitment or conflict of interest, real or perceived, to the President and/or Executive Director (or delegate) as soon as it arises.

D.POL.4.5 Elected Officers and candidates for elected office will be registered GSA members, except associate members (where applicable), in good academic standing.

D.POL.4.6 Elected Officers and candidates for elected office will have exceptional interpersonal and communication skills, proven critical thinking ability, ability to analyze policy, and ability to assess large amounts of governance information in order to determine when to bring forward the GSA's stance on various issues to a University governing body, committee, or process.

D.POL.4.7 Elected Officers and candidates for elected office must be able to work in an environment that is fast-paced, collegial, cooperative, and respectful.

D.POL.4.8 Depending on the unique backgrounds and skills of Directly-Elected Officers (DEOs) (and excluding the Associate Vice-President Labour (AVPL)), they may be called upon to assist with special projects, new initiatives, or aspects of a colleague's portfolio.

D.POL.4.9 All DEOs, excluding the AVPL, may serve as a delegate for another DEO on any committee, council, or other body that allows for such delegation. The GSAB will be consulted on such delegations and they will be reported to GSA Council.

D.POL.4.10 All DEOs, excluding the AVPL, will assist with departmental orientations as needed and will participate in non-advocacy and relationship building events (eg, convocation ceremonies and various campus events) as needed.

D.POL.4.11 The duties for each DEO position will be regularly reviewed.

D.POL.4.12 will report monthly to GSA Council in writing; these reports will be shared publicly. Reports will include a list of all meetings attended, as well as highlights of work done, initiatives involved with, etc since previous reports. DEOs will also report orally to GSA Council at each meeting attended. Likewise, the AVPL will report regularly to academically-employed graduate students in writing.

D.POL.5 President

D.POL.5.1 Duties

D.POL.5.1.a The President has overall responsibility for ensuring the long-term effectiveness of the GSA.

D.POL.5.1.b The President is the official spokesperson of the GSA.

[9] Amended by GSA Council on 14 March 2011, 25 July 2011, 21 October 2013, 20 January 2014, 17 November 2014, 8 December 2014, 18 June 2018, 15 October 2018, 19 November 2018, 28 October 2019, 24 February 2020, and 20 September 2021. Editorial revisions made by the GSA Governance Committee on 17 December 2014 (Chair and Vice-Chair under delegated authority from the GSA Governance Committee), 28 May 2015, 3 April 2017, 7 June 2018, 27 November 2018, and 21 September 2020. Sections moved to GSA Policy from GSA Board Policy by GSA Council on 19 November 2018.

D.POL.5.1.c The President serves as a signatory of most major contracts and agreements, following consultation, as warranted, with the GSA Board (GSAB), GSA Council, and relevant GSA Standing Committees.

D.POL.5.1.d Prior to the first meeting of the GSAB for new Directly-Elected Officers (DEOs), the President will name, from among the four (4) Vice-Presidents, an Executive Vice-President and, should the President be unable to act for any reason (eg, illness, leave, etc), as determined by the Speaker and Executive Director (ED) (or delegate), the Executive Vice-President will assume the President's duties; any such instance will be reported to GSA Council at its next subsequent meeting. At this time, the President will also name a second Vice-President to serve as Acting President should the President and Executive Vice-President be unable to act for any reason.

D.POL.5.1.d.i The designation of Executive Vice-President and line of succession for Acting President will be received for information at the first meeting of the GSAB for new DEOs and reported to GSA Council.

D.POL.5.1.d.ii In the event of multiple, overlapping absences on the part of the President, the Executive Vice-President, and the other Vice-President named in the line of succession for Acting President, the President, in consultation with the ED (or delegate), will name another available Vice-President to serve as Acting President during the period of absences. This will ensure that the GSA is able to fulfill its fiduciary duties and oversee the running of its corporate infrastructure in the event of such absences. In case of an emergency, when no DEO is available, the ED (or delegate) will call on the Speaker or Deputy Speaker to represent the GSA.

D.POL.5.1.e Prior to the first meeting of the GSAB for new DEOs, the President will designate three (3) Vice-Presidents to serve successively as Acting Chairs of the GSAB if the President is unable to serve as the Chair for any reason (eg, illness, leave, etc). The line of succession for Chair of the GSAB will be received for information at the first meeting of the GSAB for new DEOs and reported to GSA Council.

D.POL.5.1.f The President, along with the Vice-President External (VPE), leads the GSA on the Alberta Graduate Provincial Advocacy Council (ab-GPAC). In advance of any deadline established by the ab-GPAC, and in consultation with the ED (or delegate) and the other DEOs, the President will appoint the GSA's third member to ab-GPAC. The appointment will be reported to the GSAB and GSA Council.

D.POL.5.1.g The President ensures that the GSA carries out its legal functions as specified in the *Post-Secondary Learning Act*.

D.POL.5.1.h The President leads the organization internally by shaping a cohesive, cross-trained, dynamic team of DEOs and managers, and by developing relationships with the University Vice-Presidents, Chair of the Board of Governors (BoG), and Chancellor that advance the GSA's strategic goals.

D.POL.5.1.i The President leads development of a strategic work plan for the GSA, in concert with the other DEOs, and maintains involvement in all major issues related to graduate students.

D.POL.5.1.j The President leads the GSA on bodies external to the GSA. This includes:

D.POL.5.1.j.i Membership on the BoG and General Faculties Council (GFC) and

D.POL.5.1.j.ii Playing a lead role in national, provincial, and municipal advocacy, and associated advocacy groups, along with the VPE.

D.POL.5.1.k The President carries out the above in large part through excellent navigation through a complex governance system, by managing a diverse set of human and financial resources, and by tending constantly to the maintenance of key personal and professional relationships.

D.POL.5.1.l The President will normally represent the GSA on search and review committees of the University President, Vice-Presidents, Provost, Vice-Provosts, and Deans (where indicated in the composition of the committee) or equivalents. In the case where a delegate must be found (normally another DEO, excluding the Associate Vice-President Labour), the GSA President will consult with the GSA Nominating Committee (GSA NoC).

D.POL.5.1.m The President maintains the relationship with TD Insurance Meloche Monnex.

D.POL.5.1.n The President works with the ED (or delegate), in consultation with other DEOs, to oversee all GSA events.

D.POL.5.1.o The President is an active participant in various University engagement events.

D.POL.5.1.p The President keeps a watchful eye on the hours spent by the other DEOs on their portfolios in order to balance work-loads.

D.POL.5.1.q The position of President requires daily contact with the ED (or delegate) and Executive Coordinator, weekly contact with the ED (or delegate) on financial matters, and at least weekly contact with the other DEOs.

D.POL.5.1.r The position of President totals approximately thirty (30) to forty (40) hours per week on average and will include evenings and weekends and, along with the VPE, more participation in travel associated with conferences and advocacy opportunities than found in other portfolios. This time includes but is not limited to both time spent preparing for and attending formal meetings as well as time spent reading and responding to emails, participation in travel associated with conferences and advocacy opportunities, work done on various projects and initiatives, informal strategic and problem-solving meetings, etc.

D.POL.5.2 Committees

D.POL.5.2.a The President chairs the following GSA Standing Committees:

D.POL.5.2.a.i The GSAB,

D.POL.5.2.a.ii The GSA Governance Committee, and

D.POL.5.2.a.iii The GSA Budget and Finance Committee.

D.POL.5.2.b The President (or delegate) chairs any GSA bodies associated with provincial lobbying.

D.POL.5.2.c The President is a member of the GSA Equity, Diversity, and Inclusion Committee (as Vice-Chair) and a non-voting member of the GSA NoC.

D.POL.5.2.d The President is a member of the GSA GFC Caucus and GSA Faculty of Graduate Studies and Research Council Caucus.

D.POL.5.2.e The President is a member of the following University boards and committees:

D.POL.5.2.e.i The BoG, and any BoG Standing Committees on which the GSA has representation (which may be delegated to a Vice-President by the full BoG),

D.POL.5.2.e.ii GFC,

D.POL.5.2.e.iii The GFC Academic Planning Committee,

D.POL.5.2.e.iv The University Tuition Budget Advisory Committee, and any other committee related to graduate student tuition, including market modifiers, and

D.POL.5.2.e.v Committees related to Mandatory Non-Instructional Fees.

D.POL.5.3 Qualifications

D.POL.5.3.a Experience with budget, negotiations, and governance, ideally at a university level, is advantageous.

D.POL.6 Vice-President Academic

D.POL.6.1 Duties

D.POL.6.1.a The Vice-President Academic (VPA) has overall responsibility for representing graduate students with respect to matters related to their academic lives.

D.POL.6.1.b The VPA may be assigned by the President to serve as the lead on various issues or initiatives (including those related to international graduate students).

D.POL.6.1.c The position of VPA requires regular weekly contact with the President, Executive Director (or delegate), Executive Coordinator, and the other Directly-Elected Officers.

D.POL.6.1.d The position of VPA totals approximately twenty (20) to thirty (30) hours per week on average and may include evenings and weekends. This includes but is not limited to both time spent preparing for and attending formal meetings as well as time spent reading and responding to emails, participation in travel associated with conferences and advocacy opportunities, work done on various projects and initiatives, informal strategic and problem-solving meetings, etc.

D.POL.6.2 Committees

D.POL.6.2.a The VPA chairs the GSA Faculty of Graduate Studies and Research (FGSR) Council Caucus and GSA General Faculties Council (GFC) Caucus.

D.POL.6.2.b The VPA is a member of the following University boards and committees:

D.POL.6.2.b.i The FGSR Council,

D.POL.6.2.b.ii The FGSR Council Policy Review Committee,

D.POL.6.2.b.iii The FGSR Academic Appeals Committee,

D.POL.6.2.b.iv GFC as the statutory member,

D.POL.6.2.b.v The GFC Executive Committee,

D.POL.6.2.b.vi The GFC Programs Committee,

D.POL.6.2.b.vii The GFC Committee on the Learning Environment,

D.POL.6.2.b.viii The GFC University Teaching Awards Committee,

D.POL.6.2.b.ix The GFC Council on Student Affairs,

D.POL.6.2.b.x The University Research Policy Committee,

D.POL.6.2.b.xi Committees related to academic policy concerning graduate students and graduate education quality measures,

D.POL.6.2.b.xii Committees related to graduate student attributes and competencies and

D.POL.6.2.b.xiii Committees related to teaching and learning and associated technologies.

D.POL.6.3 Qualifications

D.POL.6.3.a Experience with governance at a university level, as well as the ability to work with all levels of University administration, is advantageous.

D.POL.7 Vice-President External

D.POL.7.1 Duties

D.POL.7.1.a The Vice-President External (VPE) has overall responsibility for University engagement initiatives and external advocacy and representation with external advocacy groups at all levels of government (along with the President).

D.POL.7.1.b The VPE may be assigned by the President to serve as the lead on various issues or initiatives (including those related to international graduate students).

D.POL.7.1.c The position of VPE requires regular weekly contact with the President, Executive Director (or delegate), Executive Coordinator, and the other Directly-Elected Officers.

D.POL.7.1.d The position of VPE totals approximately twenty (20) to thirty (30) hours per week on average and will include evenings and weekends (the VPE portfolio normally contains the most evening and weekend hours and requires a very flexible schedule in order to attend occasionally hastily called meetings related to external advocacy and representation. Along with the President, the VPE portfolio contains more participation in travel associated with conferences and advocacy opportunities than found in other portfolios). This time includes but is not limited to both time spent preparing for and attending formal meetings as well as time spent reading and responding to emails, participation in travel associated with conferences and advocacy opportunities, work done on various projects and initiatives, informal strategic and problem-solving meetings, etc.

D.POL.7.2 Committees

D.POL.7.2.a The VPE chairs the GSA Awards Selection Committee.

D.POL.7.2.b The VPE sits on the following University boards and committees:

D.POL.7.2.b.i The Alumni Council and other Alumni committees and

D.POL.7.2.b.ii Committees related to University engagement initiatives.

D.POL.7.3 Qualifications

D.POL.7.3.a Experience with external advocacy or representation is advantageous.

D.POL.8 Vice-President Student Life

D.POL.8.1 Duties

D.POL.8.1.a The Vice-President Student Life (VPSL) has overall responsibility for matters relating to graduate student life (and representing students in that regard).

D.POL.8.1.b The VPSL is responsible for connecting with GSA Graduate Student Groups and other student groups, and supporting said groups in their engagement with the GSA, as needed. The VPSL will maintain awareness of GSA Graduate Student Groups with respect to risk management and work closely with the Executive Director (ED) (or delegate) in this respect

D.POL.8.1.c The VPSL is responsible for matters relating to University residences.

D.POL.8.1.d The VPSL works proactively, in consultation with other Directly-Elected Officers (DEOs) and the ED (or delegate), to enhance the GSA's outreach and graduate student engagement with the GSA.

D.POL.8.1.e The VPSL assists the Vice-President Student Services with initiatives spearheaded by the Dean of Students.

D.POL.8.1.f The VPSL engages with University administration on matters related to University conduct regulations.

D.POL.8.1.g The VPSL may be assigned by the President to serve as the lead on various issues and initiatives (including those related to international graduates).

D.POL.8.1.h The position of VPSS requires regular weekly contact with the President, ED (or delegate), Executive Coordinator, and the other DEOs.

D.POL.8.1.i The position of VPSL totals approximately twenty (20) to thirty (30) hours per week on average and may include evenings and weekends. This includes but is not limited to both time spent preparing for and attending formal meetings as well as time spent reading and responding to emails, participation in travel associated with conferences and advocacy opportunities, work done on various projects and initiatives, informal strategic and problem-solving meetings, etc.

D.POL.8.2 Committees

D.POL.8.2.a The VPSL chairs the GSA Equity, Diversity, and Inclusion Committee and is a member of the GSA Governance Committee (as Vice-Chair) and the GSA Faculty of Graduate Studies and Research (FGSR) Council Caucus.

D.POL.8.2.b The VPSL is a member of the following University boards and committees:

D.POL.8.2.b.i The General Faculties Council Student Conduct Policy Committee,

D.POL.8.2.b.ii The FGSR Council,

D.POL.8.2.b.iii Committees related to equity, diversity, and inclusion,

D.POL.8.2.b.iv Committees related to campus safety and security, and

D.POL.8.2.b.v Committees that discuss space/construction within the University community, including residences, social space, and any other space in which the GSA has an interest or which may be part of any memoranda of understanding the GSA has signed in the past (such as the various North Power Plant agreements).

D.POL.8.3 Qualifications

D.POL.8.3.a Experience with residence matters, graduate student groups, and matters relating to equity, diversity, and inclusion is advantageous.

D.POL.9 Vice-President Student Services

D.POL.9.1 Duties

D.POL.9.1.a The Vice-President Student Services (VPSS) has overall responsibility for the proper disposition of funds received from the University for disbursement to GSA members, and works closely with GSA management in this regard; these funds presently support GSA Academic Travel Grants, GSA Emergency Bursaries, and GSA Child Care Grants.

D.POL.9.1.b The VPSS negotiates the Graduate Student Assistance Program (GSAP) and the Graduate Student Support Fund with the University.

D.POL.9.1.c The VPSS oversees the GSA Health and Dental Plan, GSAP, and U-Pass program.

D.POL.9.1.d The VPSS is responsible for coordination with University student services providers and the Dean of Students Office regarding all services offered to graduate students by the University (eg, athletics and recreation services, career services, and academic support services). This responsibility includes ensuring that non-instructional mandatory fees paid to the University are returned to students in the form of relevant and timely service provision that meet graduate students' needs.

D.POL.9.1.e The VPSS is responsible, in collaboration with the GSA Board, for the negotiation of new GSA fee-based services and oversight of newly negotiated GSA fee-based services.

D.POL.9.1.f The VPSS may be assigned by the President to serve as the lead on various issues and initiatives (including those related to international graduates).

D.POL.9.1.g The position of VPSS requires regular weekly contact with the President, ED (or delegate), Executive Coordinator, and the other Directly-Elected Officers.

D.POL.9.1.h The position of VPSS totals approximately twenty (20) to thirty (30) hours per week on average and may include evenings and weekends. This includes but is not limited to both time spent preparing for and attending formal meetings as well as time spent reading and responding to emails, participation in travel associated with conferences and advocacy opportunities, work done on various projects and initiatives, informal strategic and problem-solving meetings, etc.

D.POL.9.2 Committees

D.POL.9.2.a The VPSS is a member of the GSA Awards Selection Committee (as Vice-Chair) and the GSA Budget and Finance Committee (as Vice-Chair).

D.POL.9.2.b The VPSS is a member of the following University boards and committees:

D.POL.9.2.b.i Committees related to the U-Pass (including any committees external to the University),

D.POL.9.2.b.ii Committees related to the Campus Food Bank,

D.POL.9.2.b.iii Committees related to University student services,

D.POL.9.2.b.iv Committees related to health and wellness and mental health and wellness, and

D.POL.9.2.b.v Committees related to the Physical Activity and Wellness Centre and athletics.

D.POL.9.3 Qualifications

D.POL.9.3.a Experience with student services issues is advantageous.

D.POL.10 Associate Vice-President Labour

D.POL.10.1 Duties

D.POL.10.1.a The Associate Vice-President Labour (AVPL) has overall responsibility for matters relating to academically-employed graduate students and oversight of the GSA's work as a union.

D.POL.10.1.b The AVPL is the chief negotiator of the Collective Agreement (CA) with the University covering all academically-employed graduate students.

D.POL.10.1.c The AVPL also negotiates other matters with the University related to academically-employed graduate students, including issues regarding interpretation of the CA.

D.POL.10.1.d The AVPL, in consultation with faculty stewards, where appropriate, advises academically-employed graduate students and answers questions from them related to compliance with and interpretation of the CA, as well as works towards informal resolution of disputes where appropriate.

D.POL.10.1.e The AVPL seeks resolution of grievances in accordance with the process outlined in the CA, in consultation with the GSA Labour Relations Committee (GSA LRC) and the Executive Director (ED) (or delegate) as needed.

D.POL.10.1.f The AVPL collaborates with the GSA LRC on specific labour-related projects.

D.POL.10.1.g The position of AVPL requires close contact with the ED (or delegate) on labour-related matters as they arise and regular weekly contact with the President, ED (or delegate), Executive Coordinator, and the other Directly-Elected Officers.

D.POL.10.1.h The position of AVPL totals approximately twenty (20) to thirty (30) hours per week on average and may include evenings and weekends. This includes but is not limited to both time spent preparing for and attending formal meetings as well as time spent reading and responding to emails, participation in travel associated with conferences and advocacy opportunities, work done on various projects and initiatives, informal strategic and problem-solving meetings, etc.

D.POL.10.2 Committees

D.POL.10.2.a The AVPL chairs the GSA LRC and leads the GSA Negotiating Team.

D.POL.10.2.b The AVPL is a non-voting member of the GSA Budget and Finance Committee.

D.POL.10.2.c The AVPL is a member of any University boards and committees related to workplace health and safety issues.

D.POL.10.3 Qualifications

D.POL.10.3.a A background in law and/or business and/or labour issues is advantageous.

D.POL.10.3.b Previous experience on the GSA LRC or with collective bargaining is advantageous.

D.POL.10.3.c The AVPL must be an academically-employed graduate student at the time of their election, or have been academically-employed within the preceding academic year.

D.POL.11 Chief Returning Officer and Deputy Returning Officer

D.POL.11.1 Duties

D.POL.11.1.a The Chief Returning Officer (CRO), with advice from the GSA Elections and Referenda Committee (GSA ERC), oversees the GSA General Election and election of the Associate Vice-President Labour (AVPL), by-elections, and referenda processes, observing the guiding principle "that they are to be fair, respect the wishes of voters, and conducted in a manner that reflects the excellent, positive reputation of the GSA" (GSA Bylaw and Policy, Sections I.BYL.1.1 and J.BYL.1.1).

D.POL.11.1.b The CRO monitors candidate and Campaign Representative activities and disciplines candidates and Campaign Representatives for alleged breaches of GSA Bylaw and Policy on elections and referenda.

D.POL.11.1.c The CRO serves as a non-voting member of the GSA ERC.

D.POL.11.1.d The CRO oversees the GSA General Election and election of the AVPL, by-elections, and referenda:

D.POL.11.1.d.i On the recommendation of the GSA ERC, the CRO approves timelines for the GSA General Election and election of the AVPL, by-elections, and referenda in accordance with GSA Bylaw and Policy on elections and referenda, and communicates these timelines to GSA members.

D.POL.11.1.d.ii With advice from the GSA ERC, the CRO advertises the nomination period for any GSA General Election and election of the AVPL (or any by-elections), the registration period for any referendum, and the voting periods for the GSA General Election and election of the AVPL, by-elections, and referenda.

D.POL.11.1.d.iii On the recommendation of the GSA ERC, the CRO approves nomination forms for the GSA General Election and election of the AVPL (and any by-elections) and registration forms for referenda, in accordance with GSA Bylaw and Policy on elections and referenda.

D.POL.11.1.d.iv On the recommendation of the GSA ERC and with advice from the Executive Director (ED) (or delegate) and the Financial Manager, the CRO approves the electronic software or applications used to run the GSA General Election and election of the AVPL, by-elections, or referenda.

D.POL.11.1.d.v On the recommendation of the GSA ERC, the CRO approves the layout of the ballots for the GSA General Election and election of the AVPL, by-elections, and referenda.

D.POL.11.1.d.vi The CRO holds at least one (1) All-Candidates Meeting during a GSA General Election and election of the AVPL (or by-election), and at least one (1) Meeting of the Campaign Representatives in a referendum, to communicate bylaws and policies to all candidates and/or referendum Campaign Representatives and answer questions about campaigning rules and regulations in a GSA General Election and election of the AVPL, by-election, or referendum.

D.POL.11.1.d.vii With advice from the GSA ERC, the CRO plans a GSA General Election and election of the AVPL or by-election forum for GSA members to ask candidates questions.

D.POL.11.1.d.viii The CRO reviews and approves campaign materials as per GSA Bylaw and Policy on elections and referenda.

D.POL.11.1.d.ix With advice from the GSA ERC, the CRO issues interpretations of GSA Bylaw and Policy on elections and referenda to be shared equally amongst all candidates and Campaign Representatives during the course of a GSA General Election and election of the AVPL, by-election, or referendum.

D.POL.11.1.d.x With advice from the GSA ERC, the CRO receives, manages, and rules on alleged breaches of GSA Bylaw or Policy, of interpretations issued by the CRO, or other applicable policies or laws in accordance with GSA Bylaw and Policy, Sections I.POL.11 and J.POL.12.

D.POL.11.1.d.xi The CRO observes procedural fairness when dealing with complaints and consults with the ED (or delegate) on procedural fairness.

D.POL.11.1.d.xii The CRO keeps a written record.

D.POL.11.1.e Reporting

D.POL.11.1.e.i The CRO communicates the results of all GSA General Elections and elections of AVPLs, by-elections, and referenda to GSA members.

D.POL.11.1.e.ii The CRO submits a written report to GSA Council following any GSA General Election and election of the AVPL, by-elections, or referenda.

D.POL.11.1.e.iii The CRO reports to GSA Council, in writing, the names of all elected GSA DEOs, following the release of the official results for a GSA General Election and election of the AVPL or by-election, for the purposes of transferring bank signing authority (see GSA Bylaw and Policy, Section K: Finances).

D.POL.11.2 Duties of the Deputy Returning Officer

D. POL.11.2.a The Deputy Returning Officer (DRO) reports directly to the CRO.

D.POL.11.2.b The duties of the DRO are to assist the CRO as needed and to assume all of the roles and responsibilities of CRO if the CRO is absent, or unable to complete their duties for any reason, including conflict of interest.

D.POL.11.2.c The DRO serves as a non-voting member of the GSA ERC.

D.POL.11.3 Restrictions for CRO and DRO

D.POL.11.3.a The CRO and DRO may not hold any other representative position in the GSA.

D.POL.11.3.b The CRO and DRO, as well as the "Speaker, Deputy Speaker, members of the GSA Nominating Committee, members of the GSA Appeals and Complaints Board, and members of the GSA Elections and Referenda Committee will remain neutral and not serve as a Campaign Volunteer for any candidate whatsoever" in an election (GSA Bylaw and Policy, Section I.POL.10.9) and "not serve as a Campaign Representative or Campaign Volunteer for any 'Yes' or 'No' campaign whatsoever" in a referendum (GSA Bylaw and Policy, Section J.POL.11.4).

D.POL.11.3.c The CRO and DRO must not have run in the most recent GSA General Election and election of the AVPL and/or by-election or served as a Campaign Representative in the most recent referendum.

D.POL.11.3.d The CRO and DRO must be fully willing and able to carry out the position and must be physically present in Edmonton or surrounding areas for the duration of any GSA General Election and election of the AVPL, by-election, and/or referendum.

D.POL.11.4 Qualifications of the CRO and DRO

D.POL.11.4.a The CRO and DRO should ideally have previous experience with the administration of student elections.

D.POL.11.4.b The CRO and DRO are expected to be neutral and to act impartially, including declaring any conflicts of interest and rising above individual or departmental interests.

D.POL.11.4.c The CRO and the DRO should have a thorough understanding of GSA Bylaw and Policy, especially with sections pertaining to elections and referenda.

D.POL.11.4.d The CRO and the DRO should have schedules that allow for the bulk of election or referenda work to take place in a compressed time-frame (a few weeks).

D.POL.11.4.e The CRO and the DRO should be able to adopt a collaborative approach with others and are required to consult with the GSA ERC on many aspects of GSA General Elections and elections of AVPLs, by-elections, and referenda.

D.POL.11.5 Training of the CRO and DRO

D.POL.11.5.a The CRO and DRO will receive a broad range of training, as needed, as determined by the ED (or delegate).

D.POL.11.6 Honorarium

D.POL.11.6.a The CRO is awarded a modest honorarium for overseeing all GSA General Elections and elections of AVPLs, by-elections, and referenda.

D.POL.12 Senator

D.POL.12.1 Duties

D.POL.12.1.a The Senator acts as the GSA's representative to the University of Alberta Senate.

D.POL.12.2 Qualifications

D.POL.12.2.a The Senator should have prior experience acting as a representative for the GSA and/or as a liaison with bodies external to the University.

D.POL.13 Speaker and Deputy Speaker

D.POL.13.1 Duties of the Speaker

D.POL.13.1.a The Speaker is responsible for presiding over all meetings of GSA Council and for acting in a neutral capacity and maintaining order and decorum in GSA Council so that GSA Council can conduct its business in a fully-informed, fair fashion.

D.POL.13.1.b The Speaker is responsible for dealing with any breaches of confidentiality arising in GSA Council.

D.POL.13.1.c The Speaker will see that an agenda package is prepared for all meetings of GSA Council.

D.POL.13.1.d The Speaker is responsible for review of the Minutes of meetings of GSA Council prior to their being distributed to GSA Council for approval.

D.POL.13.1.e The Speaker is responsible for tracking attendance at meetings of GSA Council.

D.POL.13.1.f The Speaker oversees the archiving of the official copies of the GSA's governing documents and is responsible for ensuring that up-to-date copies thereof are available to members on the GSA website.

D.POL.13.1.g The position of Speaker totals approximately two (2) hours per week on average, except for weeks where there is a GSA Council meeting, in which case there is an average of approximately five (5) hours.

D.POL.13.2 Duties of the Deputy Speaker

D.POL.13.2.a The duties of the Deputy Speaker are to assist the Speaker as needed.

D.POL.13.3 Restrictions

D.POL.13.3.a The Speaker and Deputy Speaker may not act in any other representative position for the GSA except as provided for in GSA Bylaw and GSA Policy.

D.POL.13.3.b The "Speaker, Deputy Speaker, members of the GSA Nominating Committee, members of the GSA Appeals and Complaints Board, and members of the GSA Elections and Referenda Committee will remain neutral and not serve as a Campaign Volunteer for any candidate whatsoever" in an election (GSA Bylaw and Policy, Section I.POL.10.9) and "not serve as a Campaign Representative or Campaign Volunteer for any 'Yes' or 'No' campaign whatsoever" in a referendum (GSA Bylaw and Policy, Section J.POL.11.4).

D.POL.13.4 Qualifications

D.POL.13.4.a The Speaker must have a good working knowledge of the GSA, its structure, and its governing documents.

D.POL.13.5 Honorarium

D.POL.13.5.a The Speaker is awarded a modest honorarium for overseeing meetings of GSA Council.

Section E: Nominating

Purpose and Scope: These policies govern the process and policies for appointing and replenishing representatives to committees, councils, and other bodies requiring graduate student representation, and govern the composition and mandate of the GSA Nominating Committee	
Definitions	"Working Day" is defined as a day that the GSA office is open
Other Specifically Related Sections of GSA Governing Documents	GSA Bylaw and Policy, Section H: Performance, Conduct, Responsibilities, and Attendance, and the GSA Appeals and Complaints Board GSA Bylaw and Policy, Section I: Elections

GSA Policy: Nominating[10]

E.POL.1 Advertising and Proactive Identification of Talent

E.POL.1.1 All vacancies on bodies falling under the mandate of the GSA Nominating Committee (GSA NoC) will be advertised either in the GSA newsletter and/or through some other manner agreed to by the GSA NoC.

E.POL.1.2 Advertisements will provide information about the mandate of the committee, council, or other body, the eligibility requirements, and other relevant information.

E.POL.1.3 The GSA NoC may vote to waive advertising in instances where, in the GSA NoC's view, it is urgent to fill a vacancy (eg, when a Faculty appeals committee vacancy must be immediately filled in order for an appeal to proceed or a group is struck and must meet immediately for an urgent matter).

E.POL.1.4 The GSA NoC will be proactive in seeking out graduate student nominees with the skills and experience that match the identified eligibility requirements that vacancies require, and will keep records that allow for the GSA NoC to fulfill this proactive work.

E.POL.1.5 The GSA NoC will be proactive in seeking out potential candidates for all Directly-Elected Officer and GSA Council-Elected Officer positions.

E.POL.2 Guidelines for Filling Vacancies on University and External Committees, Councils, and Other Bodies

E.POL.2.1 All vacancies on University and external committees, councils, and other bodies will normally be filled by the GSA Nominating Committee (GSA NoC) and reported to GSA Council.

E.POL.2.2 As the General Faculties Council and its committees, and the Faculty of Graduate Studies and Research Council, Faculty Councils, and their committees normally have one (1) year terms, the GSA NoC will begin searching for nominees a reasonable amount of time before the end of those terms.

E.POL.2.3 Positions to be filled by the GSA on other University and external committees, councils, and other bodies vary in number and term, and efforts by the GSA NoC to seek nominees for these positions will begin a reasonable amount of time before the end of those terms.

E.POL.2.4 As per GSA Bylaw and Policy, Section D: GSA Officers, the President will normally represent the GSA on search and review committees of the University President, Vice-Presidents, Provost, Vice-Provosts, and Deans (where indicated in the composition of the committee) or equivalents. In the case where a delegate must be found (normally another

[10] Approved by GSA Council on 13 December 2010. Amended by GSA Council on 18 September 2017.

Directly-Elected Officer (DEO), excluding the Associate Vice-President Labour), the President will consult with the GSA NoC.

E.POL.2.5 In the event that a DEO is unable to serve on a committee, council, or other body listed in their portfolio, and none of the other DEOs are able to serve as their delegate, the GSA NoC will find a delegate in consultation with the relevant DEO.

E.POL.2.6 In any instance where the GSA NoC cannot decide on an appointee to a committee, council, or other body, the matter will be referred to GSA Council.

E.POL.2.7 In instances where University policy requires that GSA Council elect or ratify a nominee to a University committee, council, or other body, the GSA NoC will normally advise on the process to be used.

E.POL.2.8 All nominees are required to provide a brief resume and bio, and a statement on how their skills and experience would be an asset to their work on the committee, council, or other body they wish to serve on. Nominees must be willing to adhere to GSA Bylaw and Policy concerning responsibilities and attendance of representatives on such committees, councils, and other bodies.

E.POL.3 Guidelines for Filling Vacancies on GSA Standing Committees, *Ad Hoc* Committees, and Subcommittees, and for GSA Council-Elected Officer Positions

E.POL.3.1 GSA Council elects all GSA members to fill vacancies on GSA Standing Committees, *ad hoc* committees, and subcommittees, unless otherwise noted.

E.POL.3.1.a The GSA Nominating Committee (GSA NoC) provides GSA Council with the names of nominees to fill vacancies on GSA Standing Committees, *ad hoc* committees, and subcommittees, unless otherwise noted. All vacancies will be advertised at least twice in advance of the nomination deadline noted in the advertisement.

E.POL.3.1.b Prior to forwarding the names of nominees for GSA Standing Committees, *ad hoc* committees, and subcommittees to GSA Council, the GSA NoC will review the resumes and bios received with reference to eligibility criteria as set out in GSA Bylaw and Policy and will forward the names of nominees who meet the eligibility criteria to GSA Council.

E.POL.3.1.c With respect to the GSA Appeals and Complaints Board (GSA ACB), as set out in GSA Bylaw and Policy, the GSA NoC will conduct interviews with all nominees to assess whether they meet GSA ACB eligibility criteria, and will forward the names of selected nominees to GSA Council for consideration.

E.POL.3.1.d The GSA NoC may take whatever action is necessary in urgent situations (deemed so in consultation with the Executive Director (or delegate) and the GSA ACB Chair) in order to ensure the full complement of twelve (12) GSA ACB members. Such actions can include direct appointments to the GSA ACB, or appointments of former members of the GSA ACB.

E.POL.3.2 GSA Council elects GSA members to serve in GSA Council-Elected Officer positions.

E.POL.3.2.a The GSA NoC provides GSA Council with the names of nominees for all GSA Council-Elected Officer positions. These positions will be advertised at least twice in advance of the nomination deadline noted in the advertisement.

E.POL.3.2.b Prior to forwarding the names of nominees for GSA Council-Elected Officer positions, the GSA NoC will review the resumes and bios received with reference to eligibility criteria as set out in GSA Bylaw and Policy and will forward the names of nominees who meet the eligibility criteria to GSA Council.

E.POL.3.3 All nominees are required to provide a brief resume and bio, and a statement on how their skills and experience would be an asset to their work as a GSA Council-Elected Officer or on the GSA Standing Committee, *ad hoc* committee, or subcommittee they wish to serve on. Nominees must be willing to adhere to GSA Policy concerning responsibilities

and attendance of representatives on GSA Standing Committees, *ad hoc* committees, and subcommittees, and/or GSA Policy concerning GSA Council-Elected Officer duties and responsibilities.

GSA Policy: GSA Standing Committees, GSA Nominating Committee[11]

E.POL.4 Replenishment

E.POL.4.1 Vacancies on the GSA Nominating Committee (GSA Noc) will be advertised by the Executive Director (ED) (or delegate) and GSA Speaker. The ED (or delegate) and GSA Speaker will provide GSA Council with the names of nominees for the GSA NoC who meet the criteria set out below. These vacancies will be advertised at least twice in advance of the nomination deadline noted in the advertisement.

E.POL.5 Composition

E.POL.5.1 A total of five (5) GSA members, including at least two (2) Councillors (who may be alternates) elected by GSA Council, and up to three (3) additional GSA members elected by GSA Council, as voting members.

E.POL.5.1.a The Councillors on the GSA Nominating Committee (GSA NoC) will normally be members elected by GSA Council to the GSA Board (GSAB). This will provide the GSA NoC with context regarding the work of various University and external committees, councils, and others bodies, and the strategic issues discussed by the GSAB.

E.POL.5.2 The President and the Executive Director (or delegate) as non-voting members.

E.POL.5.3 Two (2) members from amongst the five (5) voting members of the GSA NoC will be elected by the GSA NoC to serve as Chair and Vice-Chair for the duration of their time on the GSA NoC or until they resign their positions as Chair and Vice-Chair. The members elected will be reported to GSA Council.

E.POL.6 Eligibility

E.POL.6.1 All GSA members are eligible to serve on the GSA Nominating Committee (GSA NoC) unless they intend to run in or serve as a Campaign Volunteer in the upcoming GSA General Election and election of the Associate Vice-President Labour (AVPL) and/or by-election, serve as a Campaign Representative or Campaign Volunteer in an upcoming referendum, or they have run in the most recent GSA General Election and election of the AVPL and/or by-election or served as a Campaign Representative in the most recent referendum. GSA NoC members must also be neutral and impartial (ie having no immediate or vested interest in the outcome of GSA General Elections and referenda).

E.POL.6.2 If a GSA NoC member intends to run in or serve as a Campaign Volunteer in the upcoming GSA General Election and election of the AVPL and/or by-election, or serve as a Campaign Representative or Campaign Volunteer in an upcoming referendum they will resign from the GSA NoC.

E.POL.6.3 Members of the GSA NoC are expected to act with neutrality and impartiality, including declaring conflicts of interest and rising above individual or departmental interests to ensure the best fit between nominees and vacancies.

E.POL.7 Training

E.POL.7.1 New members of the GSA Nominating Committee (GSA NoC) will be trained by current GSA NoC members, the Executive Director (ED) (or delegate), and any other individuals the ED (or delegate), in consultation with the GSA NoC, deems necessary in order for the GSA NoC to fulfill its mandate.

E.POL.8 Mandate

[11] Approved by GSA Council on 13 December 2010. Amended by GSA Council on 8 December 2014, 21 November 2016, 18 September 2017, and 28 October 2019. Editorial revisions made by the GSA Governance Committee on 7 February 2019, 26 September 2019, and 22 January 2020.

E.POL.8.1 The business of the GSA Nominating Committee (GSA NoC) will be conducted according to the GSA Policy concerning nominating.

E.POL.8.2 The GSA NoC is responsible for filling graduate student vacancies on committees, councils, and other bodies requiring such representation other than *ex officio* representation by a Directly-Elected Officer (DEO).

E.POL.8.3 The GSA NoC is responsible for facilitating the GSA Council election of GSA members to fill vacancies on GSA Standing Committees, *ad hoc* committees, and subcommittees, unless otherwise noted.

E.POL.8.4 The GSA NoC is responsible for facilitating the election of GSA Council-Elected Officers, and any GSA Council elections (or election by academically-employed graduate students, in the case of the Associate Vice-President Labour (AVPL)) of Councillors-at-Large and DEOs (see GSA Bylaw and Policy, Section I.POL.15).

E.POL.8.5 In the case of a resignation or other vacancy (as determined by the GSA Elections and Referenda Committee) in the Chief Returning Officer (CRO) or Deputy Returning Officer positions during any GSA General Election and election of the AVPL, by-election, referendum, or any other associated election or referenda matter, the GSA NoC may take necessary action to fill the vacancy, including direct appointments, or appointments of former CROs.

E.POL.8.6 The GSA NoC is expected to fill vacant positions in a timely fashion to ensure that there is continuity in graduate student representation on committees, councils, and other bodies.

E.POL.8.7 The GSA NoC leads an annual early call initiative each October during which GSA members interested in running for elected office are invited to a get-to-know event and are encouraged to participate in a series of training sessions on various topics. Participation will assist interested GSA members in developing important knowledge associated with the effective leadership of the GSA as a corporate entity with fiduciary duties. Participants will also receive information about the DEO portfolios and the time commitments involved.

E.POL.9 Meetings

E.POL.9.1 The business of the GSA Nominating Committee (GSA NoC) will normally be conducted via e-mail.

E.POL.9.2 The GSA NoC will normally meet in-person upon new members joining the committee. The purpose of these in-person meetings will be to exchange contact information, provide training, and make any other necessary arrangements for the members to fulfill their duties as outlined in GSA Bylaw and Policy.

E.POL.9.3 Quorum is three (3) members including either the Chair or Vice-Chair.

E.POL.9.3.a Under urgent circumstances, in the absence of two (2) members (eg related to illness, leave, etc), quorum is two (2) members including either the Chair or Vice-Chair.

Section F: GSA Standing Committees

Purpose and Scope: This bylaw and associated policy govern the compositions and mandates of GSA Standing Committees, as well as outline general information about GSA Standing Committees	
Definitions	None
Other Specifically Related Sections of GSA Governing Documents	GSA Bylaw and Policy, Section L: Legal Defence Fund GSA Bylaw and Policy, Section M: GSA Health and Dental Plan GSA Bylaw and Policy, Section P: GSA Grants and Bursaries GSA Board Policy, Section 3, GSA President's Citation: Terms of Reference

GSA Bylaw: GSA Standing Committees[12]

F.BYL.1 General

F.BYL.1.1 GSA Council may delegate its powers to GSA Standing Committees through committee mandates.

F.BYL.1.2 GSA Standing Committees will report regularly to GSA Council on the proper exercise of their delegated powers. The GSA Labour Relations Committee (GSA LRC) will report to GSA Council for information.

F.BYL.1.3 GSA Standing Committees advise GSA Council and the GSA Board (GSAB) on policy relevant to their mandates, and have full authority to take actions set out within those mandates.

F.BYL.1.4 The GSA has the following the Standing Committees:

- F.BYL.1.4.a GSAB,
- F.BYL.1.4.b GSA Governance Committee,
- F.BYL.1.4.c GSA Equity, Diversity, and Inclusion Committee
- F.BYL.1.4.d GSA Budget and Finance Committee,
- F.BYL.1.4.e GSA Awards Selection Committee,
- F.BYL.1.4.f GSA LRC,
- F.BYL.1.4.g GSA Elections and Referenda Committee,
- F.BYL.1.4.h GSA Nominating Committee, and
- F.BYL.1.4.i GSA Appeals and Complaints Board.

F.BYL.1.5 *Ad Hoc* Committees

- F.BYL.1.5.a GSA Council may from time to time create *ad hoc* committees to address issues that are outside the purview of GSA Standing Committees.

[12] Approved by the Extraordinary General Meeting on 11 January 2010. Amended by GSA Council on 25 July 2011, 21 September 2015, 15 May 2017, 18 June 2018, and 16 November 2020. Editorial revisions made by the GSA Governance Committee on 3 April 2017.

GSA Policy: GSA Standing Committees[13]

F.POL.2 General

F.POL.2.1 If the Chair of a GSA Standing Committee is absent or has a conflict of interest, the Vice-Chair will assume the responsibilities of the Chair. The Chair and Vice-Chair are voting members of all GSA Standing Committees.

F.POL.2.2 In the absence of the Chair and Vice-Chair, the members of a GSA Standing Committee may select an interim Chair from its membership by majority vote, with such an appointment to last for the duration of the Chair's absence.

F.POL.2.3 GSA Standing Committees meetings are supported by the Executive Director (ED) (or delegate).

F.POL.2.4 Any Directly-Elected Officer may attend any GSA Standing Committee meetings as a guest following approval from the Chair of the committee.

F.POL.2.5 The ED (or delegate), Financial Manager, and Accountant have a standing invitation to attend any committee discussing financial matters.

F.POL.2.6 GSA Standing Committees will consider any matters referred to them by GSA Council, the GSA Board (GSAB), the President, or the ED (or delegate).

F.POL.2.6.a A majority vote is needed for a Motion to pass; in the event of a tie a Motion is considered to have failed. Motions may only be considered in open session.

F.POL.2.7 Vacancies arising on GSA Standing Committees will be filled in accordance with GSA Policy, Nominating.

F.POL.2.8 Subcommittees

F.POL.2.8.a GSA Standing Committees may, at their discretion, form subcommittees deemed relevant to the execution of their mandates.

F.POL.2.8.b Terms of reference, including mandate, will be given to the subcommittee by the parent GSA Standing Committee.

F.POL.2.8.c Members will be nominated through the GSA Nominating Committee (GSA NoC) and elected by GSA Council. Vacancies arising on subcommittees will be filled in accordance with GSA Policy, Nominating.

F.POL.2.8.d In addition to offering regular reports, upon completion of the appointed task(s), subcommittees will make final reports to the parent GSA Standing Committee, the GSAB, and GSA Council on their actions and, unless otherwise instructed, will then be dissolved.

F.POL.2.8.e Whether or not a subcommittee has fulfilled its mandate, it may be dissolved at any time by the subcommittee on its own recommendation, or by a majority vote of the members in the parent GSA Standing Committee to which the subcommittee reports.

F.POL.2.9 *Ad Hoc* Committees

F.POL.2.9.a GSA Council may, at its discretion, form *ad hoc* committees to address issues that are outside the purview of any GSA Standing Committees.

F.POL.2.9.b Terms of reference, including mandate, will be given to the *ad hoc* committee by GSA Council.

[13] Approved by the Extraordinary General Meeting on 11 January 2010. Amended by the Annual General Meeting on 28 March 2011. Sections moved to GSA Policy from GSA Bylaw and GSA Board Policy by GSA Council on 8 April 2013 and 19 November 2018. Amended by GSA Council on 25 July 2011, 21 September 2015, 15 May 2017, 18 June 2018, 19 November 2018, and 16 November 2020. Editorial revisions made by the GSA Governance Committee on 3 April 2017, 6 October 2017, 8 July 2019, and 16 March 2020.

F.POL.2.9.c Members will be nominated through the GSA NoC and elected by GSA Council. Vacancies arising on *ad hoc* committees will be filled in accordance with GSA Policy, Nominating.

F.POL.2.9.d In addition to offering regular reports, upon completion of appointed task(s), *ad hoc* committees will make final reports to GSA Council and, unless otherwise instructed by GSA Council, will then be dissolved.

F.POL.2.9.e Whether or not an *ad hoc* committee has fulfilled its mandate from GSA Council, it may be dissolved at any time by the *ad hoc* committee on its own recommendation, or by a simple majority vote of GSA Council.

F.POL.3 GSA Board

F.POL.3.1 Composition

F.POL.3.1.a The President as Chair.

F.POL.3.1.b All Directly-Elected Officers (DEOs), aside from the Associate Vice-President Labour (AVPL), as voting members.

F.POL.3.1.c The AVPL as a non-voting member.

F.POL.3.1.d All GSA Directors as non-voting members.

F.POL.3.1.e The Speaker and Senator as non-voting members.

F.POL.3.1.f Three (3) Councillors elected by GSA Council as non-voting members.

F.POL.3.1.f.i These Councillors are expected to provide a link between the DEOs and GSA Council. Accordingly, they present information, as needed, to GSA Council when GSA Board (GSAB) business is discussed and, likewise, represent the voice of GSA Council at GSAB meetings and advise DEOs on matters discussed by the GSAB.

F.POL.3.2 Mandate

F.POL.3.2.a The GSAB is the senior administrative authority of the GSA as delegated to it by GSA Council.

F.POL.3.2.b The GSAB is the discussion forum for the GSA Officers and Directors.

F.POL.3.2.c For the GSAB's responsibilities with respect to the GSA Health and Dental Plan, see GSA Bylaw and Policy, Section M: GSA Health and Dental Plan.

F.POL.3.2.d For the GSAB's responsibilities with respect to GSA Academic Travel Grants, GSA Child Care Grants, GSA Graduate Student Group Grants, and GSA Emergency Bursaries, see GSA Bylaw and Policy, Section P: GSA Grants and Bursaries.

F.POL.3.2.e For the GSAB's responsibilities with respect to the Legal Defence Fund, see GSA Bylaw and Policy, Section L: Legal Defence Fund.

F.POL.3.2.f For the GSAB's responsibilities with respect to the provision of GSA President's Citations, see GSA Board Policy, Section 3, GSA President's Citation: Terms of Reference.

F.POL.3.3 Meetings

F.POL.3.3.a Quorum for a meeting of the GSAB is three (3) voting members. In the event that the GSAB has only two (2) voting members available to meet, as determined by the Speaker, quorum for a meeting of the GSAB is all voting members currently available to meet.

F.POL.3.3.b Emergency GSAB meetings may be called by any voting member. Notice of seventy-two (72) hours must be given for an emergency meeting, unless there is agreement to meet on shorter notice.

F.POL.3.3.c Notice of emergency meetings and distribution of the agenda for an emergency meeting will happen as soon as possible. In all other ways, emergency meetings will be run according to the rules of normal meetings.

F.POL.4 GSA Governance Committee

F.POL.4.1 Composition

F.POL.4.1.a The President, as Chair.

F.POL.4.1.b The Vice-President Student Life, as Vice-Chair.

F.POL.4.1.c Three (3) Councillors or recent former Councillors elected by GSA Council as voting members.

F.POL.4.1.d The Speaker and Executive Director (or delegate) as non-voting members.

F.POL.4.2 Mandate

F.POL.4.2.a To advise GSA Council on matters of GSA Bylaw and Policy not in the purview of any other GSA Standing Committee, or other governance issues, and recommend changes to GSA Council.

F.POL.4.2.b Make any editorial changes (such as factual inaccuracies and other editorial issues) to the GSA governing documents as deemed necessary by the GSA Governance Committee (GSA GC).

F.POL.4.2.c As per a Motion approved by the GSA GC on 9 August 2013, and subsequently revised by the GSA GC on 29 February 2016, the Chair and Vice-Chair of the GSA GC have delegated authority to approve "purely editorial" changes. "Purely editorial" changes are defined as punctuation, italicization of Latin terms, capitalization, spelling, font, and re-numbering.

F.POL.4.3 Meetings

F.POL.4.3.a Quorum is three (3) voting members including either the Chair or Vice-Chair.

F.POL.5 GSA Equity, Diversity, and Inclusion Committee

F.POL.5.1 Composition

F.POL.5.1.a The Vice-President Student Life, as Chair.

F.POL.5.1.b The President, as Vice-Chair.

F.POL.5.1.c A minimum of seven (7) and up to nine (9) GSA members elected by GSA Council as voting members. The GSA Equity, Diversity, and Inclusion Committee (GSA EDIC) Chair, in consultation with the GSA EDIC Vice-Chair and the Chair of the GSA Nominating Committee, can decide to increase the number of GSA members on the GSA EDIC.

F.POL.5.1.d The Executive Director (or delegate) as a non-voting member.

F.POL.5.1.e Elected members will be individuals who are or identify as Indigenous, as Black, as members of a racialized group, as disabled or diversely abled, as female, or as LGBTTQQPIANU+ (Lesbian, Gay, Bisexual, Transgender, Two-Spirit, Queer, Questioning, Pansexual, Intersex, Asexual, Non-Binary, Unlabelled, and more).

F.POL.5.2 Mandate

F.POL.5.2.a The GSA EDIC works to ensure that the GSA reflects the principles of Equity, Diversity, and Inclusion (EDI) for all its members in the interests of enhancing the graduate student experience and ensuring the existence of a welcoming environment and cohesive community for graduate students on campus.

F.POL.5.2.b The GSA EDIC will discuss all aspects of EDI relating to the GSA (including, but not limited to, topics of potential EDI-related advocacy, strategies for engagement of GSA members with a focus on EDI and, and GSA governance, services, and member benefits related to EDI) and advise and make recommendations to the GSA Board and GSA Council on these matters.

F.POL.5.2.c The GSA EDIC will work collaboratively with other groups on campus focusing on EDI matters.

F.POL.5.3 Meetings

F.POL.5.3.a Quorum is five (5) voting members including either the Chair or Vice-Chair.

F.POL.5.3.b The GSA EDIC will meet at least three (3) times a year.

F.POL.6 GSA Budget and Finance Committee

See GSA Bylaw and Policy, Section K: Finances.

F.POL.7 GSA Awards Selection Committee

See GSA Bylaw and Policy, Section O: GSA Recognition Awards.

F.POL.8 GSA Labour Relations Committee

See GSA Bylaw and Policy, Section Q: Collective Bargaining.

F.POL.9 GSA Elections and Referenda Committee

See GSA Bylaw and Policy, Section I: Elections.

F.POL.10 GSA Nominating Committee

See GSA Bylaw and Policy, Section E: Nominating.

F.POL.11 GSA Appeals and Complaints Board

See GSA Bylaw and Policy, Section H: Performance, Conduct, Responsibilities, and Attendance, and the GSA Appeals and Complaints Board.

Section G: GSA Caucuses

Purpose and Scope: This bylaw and associated policies govern the compositions, mandates, and Chair's responsibilities for the GSA General Faculties Council Caucus and the GSA Faculty of Graduate Studies and Research Council Caucus	
Definitions	None
Other Specifically Related Sections of GSA Governing Documents	None

GSA Bylaw: GSA Caucuses[14]

G.BYL.1 General

G.BYL.1.1 Caucuses of the GSA are forums for members of bodies external to the GSA to coordinate their representation in meetings of those bodies.

G.BYL.1.2 The GSA has the following Caucuses:

G.BYL.1.2.a The GSA General Faculties Council Caucus and

G.BYL.1.2.b The GSA Faculty of Graduate Studies and Research Council Caucus.

[14] Approved by GSA Council on 16 August 2010. Amended by GSA Council on 14 March 2011. Editorial revisions made by the GSA Governance Committee on 23 January 2014 (Chair and Vice-Chair under delegated authority from the GSA Governance Committee) and 3 April 2017.

GSA Policy: GSA Caucuses[15]

G.POL.2 GSA General Faculties Council Caucus

G.POL.2.1 Composition

G.POL.2.1.a The GSA General Faculties Council Caucus (GSA GFC Caucus) is chaired by the Vice-President Academic.

G.POL.2.1.b The President is a member of the GSA GFC Caucus.

G.POL.2.1.c All graduate students appointed to GFC are members of the GSA GFC Caucus.

G.POL.2.2 Mandate

G.POL.2.2.a The GSA GFC Caucus is a forum to coordinate graduate student representation at GFC meetings.

G.POL.2.3 Meetings

G.POL.2.3.a In the absence of the Chair, the GSA GFC Caucus may select an interim Chair from its membership by majority vote, with such an appointment to last for the duration of the Chair's absence.

G.POL.3 GSA Faculty of Graduate Studies and Research Council Caucus

G.POL.3.1 Composition

G.POL.3.1.a The GSA Faculty of Graduate Studies and Research Council Caucus (GSA FGSR Council Caucus) is chaired by the Vice-President Academic.

G.POL.3.1.b The President is a member of the GSA FGSR Council Caucus.

G.POL.3.1.c The Vice-President Student Life is a member of the GSA FGSR Council Caucus.

G.POL.3.1.d All graduate students appointed to FGSR Council are members of the GSA FGSR Caucus.

G.POL.3.2 Mandate

G.POL.3.2.a The GSA FGSR Council Caucus is a forum to coordinate graduate student representation at FGSR Council meetings.

G.POL.3.3 Meetings

G.POL.3.3.a In the absence of the Chair, the GSA FGSR Council Caucus may select an interim Chair from its membership by majority vote, with such an appointment to last for the duration of the Chair's absence.

[15] Approved by the Annual General Meeting on 22 March 2010. Moved to GSA Policy from GSA Bylaw by GSA Council on 8 April 2013. Editorial revisions made by the GSA Governance Committee on 23 January 2014 (Chair and Vice-Chair under delegated authority from the GSA Governance Committee), 3 April 2017, and 7 February 2019.

Section H: Performance, Conduct, Responsibilities, and Attendance, and the GSA Appeals and Complaints Board

Purpose and Scope: These policies govern GSA Officers and GSA members holding elected office; set out expectations with respect to performance and conduct, and conflict of interest and conflict of commitment; outline policies and procedures related to responsibilities and attendance of GSA committee members and representatives on University governing bodies and committees; and governs the jurisdiction, composition, and policies of the GSA Appeals and Complaints Board (including what matters can be taken to the GSA Appeals and Complaints Board and how the GSA Appeals and Complaints Board proceeds with hearings and decisions)	
Definitions	"Conflict of Interest" is defined as the convergence of a GSA member's personal, financial, or political interests with their professional interests such that an independent observer might reasonably question whether that member's professional actions and/or decisions are improperly influenced by consideration of personal, financial, or political gain or loss "Correspondence" is defined as all correspondence, notices, and materials sent by the GSA ACB Chair to University students or employees emailed to a CCID address; those without a CCID will need to provide an email address to receive correspondence "Deemed Delivered" is defined such that an email is deemed to have been delivered twenty-four (24) hours from the time it was sent "ED" is defined as the Executive Director of the GSA, or a delegate with training and/or experience in procedural fairness "Respondent" is defined as the GSA Officer(s) complained about; this is the person or persons providing a written response(s) to a Complaint "Signature" is defined as a depiction of someone's name that a person writes on documents as a proof of identity and intent; signatures may be electronic if coming from a known source "Working Day" is defined as a day that the GSA office is open "Written Record" is defined as all communications, during a GSA General Election, by-election, or referenda, between the Chief Returning Officer and candidate(s) or Campaign Representatives and any other(s) also involved
Other Specifically Related Sections of GSA Governing Documents	*Post-Secondary Learning Act* GSA Bylaw and Policy, Section C: GSA Council GSA Bylaw and Policy, Section D: GSA Officers GSA Bylaw and Policy, Section I: Elections GSA Bylaw and Policy, Section J: Referenda

GSA Policy: Performance and Conduct, Conflict of Interest, and Conflict of Commitment[16]

H.POL.1 Performance and Conduct of GSA Officers

H.POL.1.1 The GSA expects GSA Officers to contribute to the carrying out of the GSA's fiduciary duty to represent the interests of graduate students at the University of Alberta through conduct that exhibits the highest ethical and professional standards. These representatives are expected to observe GSA Bylaw and Policy, and are expected to perform their duties with diligence.

H.POL.1.2 GSA Officers can be held accountable for their conduct (including conflict of interest or conflict of commitment) and/or the performance of their duties and related matters (including attendance and confidentiality)), and may be removed from office.

H.POL.2 Conflict of Interest

H.POL.2.1 No GSA member who holds a position of trust and/or authority within the GSA may be perceived as acting with integrity if their actions and/or decisions directly or indirectly result in personal benefit for that member.

H.POL.2.2 Avoiding Conflicts of Interest

H.POL.2.2.a Prior to undertaking any activity that may give rise to a conflict of interest, whether or not that activity is within the scope of the member's work at the GSA, a member must disclose that activity.

H.POL.2.2.b Where prior disclosure is impossible, disclosure must be made as soon as possible after commencement of the activity.

H.POL.3 Conflict of Commitment

H.POL.3.1 No GSA member holding elected office may have time commitments that prevent them from carrying out the stated duties of their positions.

[16] Approved by GSA Council on 14 April 2008. Amended by GSA Council on 13 March 2011. Moved to GSA Policy from GSA Bylaw by GSA Council on 21 September 2015. Amended by GSA Council on 28 February 2022.

GSA Policy: Responsibilities and Attendance of GSA Standing Committee, GSA *Ad Hoc* Committee, and GSA Subcommittee Members, and Representatives on University Governing Bodies and Committees[17]

H.POL.4 Responsibilities and Attendance of GSA Standing Committee, GSA *Ad Hoc* Committee, and GSA Subcommittee Members

H.POL.4.1 All GSA Standing Committee, GSA *ad hoc* committee, and GSA subcommittee members will perform their duties with a regard for the best interest of the GSA and its members and within the scope of GSA Bylaw, GSA Policy, and GSA Council motions.

H.POL.4.2 All GSA Standing Committee, GSA *ad hoc* committee, and GSA subcommittee members are expected to attend all meetings. If a GSA Standing Committee, GSA *ad hoc* committee, or GSA subcommittee member cannot attend a meeting, they will provide an advance written reason to the Chair. Lack of attendance and/or the submission of written reasons may result in the Chair declaring the position vacant.

H.POL.4.3 All GSA Standing Committee, GSA *ad hoc* committee, and GSA subcommittee members may be requested to sign and abide by confidentiality agreements regarding the information provided or matters discussed at the committee's meetings.

H.POL.5 Responsibilities and Attendance of GSA Representatives on University Committees, Councils, and Other Bodies

H.POL.5.1 GSA representatives on University committees, councils, and other bodies are expected to use their discretion to represent graduate students, or to represent the specific recommendation(s) of the GSA if so directed by GSA Council. They are obliged to present any official position or policy of the GSA Board (GSAB) or GSA Council, except as noted below in Section H.POL.5.8.a.

H.POL.5.2 GSA representatives on University committees, councils, and other bodies are expected to attend all meetings. If they cannot attend a meeting, they will provide an advance written reason to the Chair.

H.POL.5.3 GSA representatives on University committees, councils, and other bodies are expected to inform the GSAB of important matters or matters requiring urgent consideration.

H.POL.5.4 GSA representatives on University committees, councils, and other bodies are expected to uphold the wishes of their committees on all privileged or confidential information.

H.POL.5.5 GSA representatives on University committees, councils, and other bodies may be asked to submit a written report to the GSAB or GSA Council.

H.POL.5.6 Recall of appointment

H.POL.5.6.a Should a GSA representative on a University committee, council, and other body fail to fulfill the duties of representing the GSA on that committee, council, or other body, miss two (2) consecutive meetings or miss more than three (3) meetings of that committee, council, or other body, for any reason, the GSA representative to that committee, council or other body may be replaced, or action may otherwise be taken in compliance with the terms of reference of the committee, council, or other body in question.

H.POL.5.6.b GSA representatives may be recalled by GSA Council on the request of the University committee, council, or other body to which they are appointed.

H.POL.5.7 Board of Governors

[17] Moved to GSA Policy from GSA Bylaw by GSA Council on 8 April 2013. Amended by GSA Council on 15 October 2007, 14 March 2011, and 25 May 2015. Editorial revisions made by the GSA Governance Committee on 9 August 2019.

H.POL.5.7.a GSA Policy states that the President is the statutory member on the Board of Governors (BoG) (GSA Bylaw and Policy, Section D: GSA Officers). The President presents any official position or policy of the GSAB or GSA Council.

H.POL.5.7.b The President also serves on a number of BoG Standing Committees.

H.POL.5.7.c The President is expected to attend all meetings and if the President (or delegate, if the BoG permits the President to have a delegate serve on a BoG Standing Committee) cannot attend a meeting they will provide an advance written reason to the Chair.

H.POL.5.8 General Faculties Council

H.POL.5.8.a The General Faculties Council (GFC) has its own attendance policy that GFC representatives must observe.

H.POL.5.8.b GSA Policy states that the Vice-President Academic (VPA) is the statutory member (GSA Bylaw and Policy, Section D: GSA Officers) and, as such, presents any official position or policy of the GSAB or GSA Council and is expected to attend all meetings. The VPA is permitted to send a delegate if the VPA cannot attend a meeting. If the VPA (or delegate) cannot attend a meeting they will provide an advance written reason to the Chair. Notwithstanding the above, “all members of GFC are charged with the responsibility of examining issues before Council and voting as they judge fit on such issues. No member of GFC, regardless of how that person gains membership on Council, is an instructed delegate” (GFC Meeting Procedural Rules).

H.POL.5.9 Senate

H.POL.5.9.a The GSA elects a Senator annually. The Senator is expected to attend all Senate meetings and, if they must miss a meeting, they are expected to send their regrets and the reason for non-attendance to the Chancellor and the GSA President.

H.POL.5.9.b The Senator will present, as needed, any official position or policy of the GSAB or GSA Council.

GSA Policy: GSA Standing Committees, GSA Appeals and Complaints Board[18]

H.POL.6 Jurisdiction and Mandate

H.POL.6.1 The GSA Appeals and Complaints Board (GSA ACB) is responsible for hearing and deciding appeals of GSA Chief Returning Officer (CRO) decisions and complaints about GSA Officers as allowed by Section 94(3) of the *Post-Secondary Learning Act*.

H.POL.6.2 The GSA ACB hears and decides on the following matters through Hearing Committees:

H.POL.6.2.a Complaints about the performance or conduct of GSA Officers or about conflict of interest or commitment relating to GSA Officers.

H.POL.6.2.b Appeals of decisions of the CRO.

H.POL.7 Composition of the GSA Appeals and Complaints Board

H.POL.7.1 Eight (8) GSA members elected by GSA Council as voting members.

H.POL.7.2 Four (4) Departmental Councillors (including the Indigenous Graduate Students' Association Councillor, alternates, or recent former Departmental Councillors) or Councillors-at-Large, elected by GSA Council as voting members.

H.POL.7.3 Members must come from a broad range of departments and may stand for re-election.

H.POL.7.4 Terms of office may run for a one (1) or two (2) year term as recommended by the GSA Nominating Committee (GSA NoC). Any member who has been chosen to serve on a GSA Appeals and Complaints Board (GSA ACB) Hearing Committee may complete their service on a hearing even if their term expires or they convocate.

H.POL.7.5 Two (2) members from amongst the twelve (12) voting members of the GSA ACB will be elected, on the recommendation of the GSA NoC, by the GSA ACB to serve as Chair and Vice-Chair for a term of office, also recommended by the GSA NoC, not to exceed two (2) years. Members may stand for re-election as Chair or Vice-Chair.

H.POL.7.6 The GSA ACB Chair and Vice-Chair may delegate their positions to another GSA ACB member for reasons relating to bias, availability, or upcoming vacancy prior to the GSA ACB electing a replacement.

H.POL.7.7 When the full GSA ACB meets to discuss their procedures for hearings or other general business, quorum is five (5) members including the Chair and/or Vice-Chair.

H.POL.8 Eligibility and Nomination of GSA Appeals and Complaints Board Members

H.POL.8.1 The GSA Nominating Committee (GSA NoC) will interview all nominees to the GSA Appeals and Complaints Board (GSA ACB) and forward selected nominees to GSA Council.

H.POL.8.2 In forwarding nominees to GSA Council, the GSA NoC will follow its terms of reference as set out in GSA Bylaw and Policy, Section E: Nominating; however, the GSA NoC may take whatever action is necessary in urgent situations (deemed so in consultation with the Executive Director (or delegate) and the GSA ACB Chair) in order to ensure the full complement of twelve (12) GSA ACB members. Such actions can include direct appointments to the GSA ACB, or appointments of former members of the GSA ACB.

H.POL.8.3 Members of the GSA ACB must have a demonstrated ability to be neutral and are expected to act impartially, including declaring any conflicts of interest as they arise and

[18] Previous GSA Policy on the GSA Judicial Committee amended by GSA Council on 14 March 2011 and 21 October 2013. Moved to GSA Policy from GSA Bylaw by GSA Council on 8 April 2013. Replacement of the GSA Judicial Committee with the GSA Appeals and Complaints Board approved by GSA Council on 20 July 2015. Amended by GSA Council on 28 October 2019, 20 July 2020, and 28 February 2022. Editorial revisions made by the GSA Governance Committee on 3 April 2017, 6 October 2017, and 22 January 2020.

rising above individual/departmental interests to ensure procedural fairness, and must be available during the GSA General Election.

H.POL.8.4 Members of the GSA ACB must have no intention to run in or serve as a Campaign Volunteer in the upcoming GSA General Election and/or by-election, serve as a Campaign Representative or Campaign Volunteer in an upcoming referendum, or (with the exception of Councillors-at-Large) have run in the most recent GSA General Election and/or by-election or served as a Campaign Representative in the most recent referendum. GSA ACB members must also be neutral and impartial (ie having no immediate or vested interest in the outcome of GSA General Elections and referenda).

H.POL.8.5 If a GSA ACB member intends to run in or serve as a Campaign Volunteer in the upcoming GSA General Election and/or by-election, or serve as a Campaign Representative or Campaign Volunteer in an upcoming referendum they will resign from the GSA ACB.

H.POL.8.6 The President, Vice-Presidents, other Elected Officers, and GSA Elections and Referenda Committee members may not serve on the GSA ACB.

H.POL.9 Composition of GSA Appeals and Complaints Board Hearing Committees

H.POL.9.1 For the purpose of hearing appeals of Chief Returning Officer decisions, the composition and quorum is three (3) members of the GSA Appeals and Complaints Board (GSA ACB).

H.POL.9.2 For the purpose of hearing complaints about GSA Officers, the composition and quorum is five (5) GSA ACB members of which at least two (2) must be Departmental Councillors (including the Indigenous Graduate Students' Association Councillor, alternates, or recent former Departmental Councillors) or Councillors-at-Large.

H.POL.9.3 The Executive Director (or delegate) will select a reserve member(s) from the list of members.

H.POL.10 Support and Training

H.POL.10.1 The Executive Director (ED) (or delegate) will serve in a neutral role to advise on procedural matters, and to seek legal advice on behalf of the GSA Appeals and Complaints Board (GSA ACB), or on behalf of the Chairs of GSA ACB Hearing Committees.

H.POL.10.2 The ED (or delegate), in consultation with the Chair and/or Vice-Chair of the GSA ACB, will serve as Administrator of this Policy for support or action needed on any matter related to the GSA ACB.

H.POL.10.3 The ED (or delegate) will provide for training of members in procedural fairness.

H.POL.11 Alleged Criminal Action and Alleged Breach of the Code of Student Behaviour

H.POL.11.1 Should an Appeal, Complaint, Response, or related information involve an alleged criminal action or an alleged breach of the Code of Student Behaviour, or involve any other jurisdiction, legal advice will be sought by the Executive Director (or delegate) on behalf of the GSA Appeals and Complaints Board Chair before proceeding.

H.POL.12 Information Provided Anonymously

H.POL.12.1 If a person provides information on an anonymous basis, that information and the request for anonymity will be assessed on a case-by-case basis by the GSA Appeals and Complaints Board (GSA ACB) Chair or GSA ACB Hearing Committee Chair, in consultation with the Vice-Chair and the Executive Director (or delegate).

H.POL.13 Informal Resolution

H.POL.13.1 The GSA Appeals and Complaints Board (GSA ACB) Chair, in consultation with the Executive Director (ED) (or delegate), may attempt informal resolution before involving the GSA ACB; if resources outside the GSA ACB are used for informal resolution and if an agreement amongst the parties is reached, the GSA ACB Chair and Vice-Chair must

approve the agreement. If informal resolution is rejected or is not successful, the GSA ACB Chair and ED (or delegate) will provide a statement to the GSA ACB Hearing Committee about attempts at informal resolution.

H.POL.14 Complaints About the Performance or Conduct of GSA Officers, Including Complaints About Conflict of Interest or Commitment

H.POL.14.1 Receipt of Complaints and Setting the Hearing Date(s)

H.POL.14.1.a Complaints about a GSA Officer(s) will be directed to the GSA Appeals and Complaints Board (GSA ACB) Chair and copied to the Executive Director (ED) (or delegate).

H.POL.14.1.b Complaints may be made by any person(s).

H.POL.14.1.c Complaints about the performance or conduct of a GSA Officer(s) or about conflict of interest or commitment relating to a GSA Officer(s) must be in writing (ie not oral), and signed. They must provide a complete description of the circumstances that have prompted the Complaint, a list of any known witnesses the Complainant intends to call, and any suggested remedy or action.

H.POL.14.1.d Upon receipt of a Complaint, the GSA ACB Chair will confer with the ED (or delegate), who will seek legal advice if necessary.

H.POL.14.1.e Where there is a Complaint about a GSA Officer(s), the GSA ACB Chair and Vice-Chair, in consultation with the ED (or delegate), will decide, normally within two (2) working days, if the GSA Officer(s) may be suspended with pay, as relevant, until the hearing is complete; as needed the President or Acting President, in consultation with the ED (or delegate) will decide on how Directly-Elected Officer(s)' duties will be carried out during a suspension.

H.POL.14.1.f The GSA ACB Chair and Vice-Chair, in consultation with the ED (or delegate), can dismiss a Complaint if it is unfounded, frivolous, or vexatious. This decision must be given in writing and is final and binding.

H.POL.14.1.g If the Chair proceeds with the Complaint, a hearing date(s) will be set.

H.POL.14.2 Response

H.POL.14.2.a The GSA ACB Chair will send the Complaint to the GSA Officer(s) being complained about, copied to the ED (or delegate). The GSA ACB Chair will require a Response, to be received within fifteen (15) working days, and will ask about the possibility of informal resolution; the deadline for a Response may be adjusted accordingly.

H.POL.14.2.b The Response must be in writing (ie not oral), signed, and must provide a response to the matters raised in the Complaint, a list of any known witnesses the Respondent intends to call, and any suggested remedy or action.

H.POL.14.2.c Responses will be directed to the GSA ACB Chair and copied to the ED (or delegate).

H.POL.14.2.d If a Response is not received by the deadline, the Respondent will be notified that a GSA ACB Hearing will proceed on the basis of the written Complaint.

H.POL.14.3 Challenge of GSA ACB Members for Reason of Bias

H.POL.14.3.a The GSA ACB Chair will provide Complainants and Respondents with the list of all GSA ACB members. Complainants and Respondents will have five (5) working days to submit a written challenge on the basis that a GSA ACB member has a bias that would prevent a fair hearing. A full explanation will be provided.

H.POL.14.3.b Decisions on bias rest with the Chair of the GSA ACB in consultation with the ED (or delegate) or, if the Chair is challenged, with the Vice-Chair.

H.POL.14.4 Procedural Questions

H.POL.14.4.a If procedural questions arise before a GSA ACB Hearing Chair has been selected, (for example, a request to extend a deadline) the GSA ACB Chair will consult with the ED (or delegate) and reach a decision. Decisions of the GSA ACB Chair on procedural matters may be made without a hearing and are final and binding.

H.POL.14.5 Striking a GSA ACB Hearing Committee to Hear a Complaint

H.POL.14.5.a The GSA ACB Chair will ask the ED to strike a five (5) person GSA ACB Hearing Committee as follows:

H.POL.14.5.a.i The Chair of the GSA ACB Hearing Committee will be selected, in order of service and availability, from the list of GSA ACB members. Trained and/or experienced members will be given preference,

H.POL.14.5.a.ii The other four (4) members of the GSA ACB Hearing Committee will be selected taking into account service and availability, from the list of GSA ACB members,

H.POL.14.5.a.iii The GSA ACB Chair may serve on the GSA ACB Hearing Committee as Chair or as a member, and

H.POL.14.5.a.iv Depending on availability of members, the date(s) and time(s) of the hearing may be changed.

H.POL.14.5.b The GSA ACB Hearing Committee Chair may call a meeting of the GSA ACB Hearing Committee, with the ED (or delegate) present, to discuss jurisdiction and procedure only; no discussion of substantive matters may occur. The GSA ACB Chair may attend.

H.POL.14.6 GSA ACB Hearing Process

H.POL.14.6.a The GSA ACB Hearing Committee Chair will provide ten (10) working days' notice to the Complainant and Respondent of the date(s), time(s), and place(s) of the hearing. The Complainant and Respondent are responsible for calling their own witnesses, and may each be accompanied by an Advisor. If an Advisor is to be present, the GSA ACB Chair and ED (or delegate) must be notified via email at least three (3) working days before the hearing.

H.POL.14.6.b If new information is introduced at the hearing, the GSA ACB Hearing Committee will decide on how to proceed and may have the ED (or delegate) seek legal advice.

H.POL.14.6.c The ED (or delegate) will provide advice to the GSA ACB Hearing Committee with respect to procedural questions that arise during a hearing, and may seek legal advice on behalf of the Chair.

H.POL.14.6.d Subject to privacy legislation, all documents related to a hearing will be made available to the GSA ACB Hearing Committee, the ED (or delegate), the parties, their Advisors, and reserve members.

H.POL.14.6.e Hearings are closed.

H.POL.14.6.f The ED (or delegate) may attend the hearing at the invitation of the Chair of the GSA ACB Hearing Committee.

H.POL.14.6.g After the Complainant and Respondent have been heard, the GSA ACB Hearing Committee Chair will adjourn and the Complainant and Respondent (and/or Advisors) will leave the hearing room.

H.POL.14.6.h The Complaint will be judged on a balance of probabilities.

H.POL.14.6.i The GSA ACB Hearing Committee will reach decisions by majority vote. No member may abstain.

H.POL.14.7 Written Decision

H.POL.14.7.a At the hearing's conclusion, the GSA ACB Hearing Committee Chair will draft a written decision, to be reviewed by GSA ACB Hearing Committee members and the ED (or delegate).

H.POL.14.7.b The decision, signed by the GSA ACB Hearing Committee Chair, will be sent by email to the Complainant and Respondent, and their Advisors, and copied to the GSA ACB Chair and ED (or delegate) within six (6) working days.

H.POL.14.8 Powers of a GSA ACB Hearing Committee Concerning GSA Officer(s)

H.POL.14.8.a The GSA ACB Hearing Committee may decide in favour of a Complainant or Respondent, in whole or in part, depending on the issues under consideration and on the remedy, relief, or actions.

H.POL.14.8.b The GSA ACB Hearing Committee may dismiss the Complaint.

H.POL.14.8.c If the Complaint is upheld, the GSA ACB Hearing Committee may issue a letter of warning to the GSA Officer(s) related to performance, conduct, or conflict of interest/commitment; may set out clear expectations for future performance, conduct, or conflict of interest/commitment; or make any other decision appropriate to the circumstances. The GSA ACB Chair will monitor the situation. If there is a further complaint about the same GSA Officer(s), the written decision of the initial GSA ACB Hearing Committee will be made available for any further hearing together with a report on the monitoring of the situation by the GSA ACB Chair.

H.POL.14.8.d If the Complaint is upheld, the GSA ACB Hearing Committee may remove the GSA Officer(s) from office.

H.POL.14.8.e All decisions are final and binding.

H.POL.14.8.f The GSA ACB Chair will attend GSA Council and report briefly, in closed session, on Complaints concerning GSA Officer(s) that have been heard and decided.

H.POL.15 Appeals of a Chief Returning Officer Decision

H.POL.15.1 Appeals of a Chief Returning Officer (CRO) decision normally occur in the midst of a short campaign period. CRO decisions may have an impact on a candidate's or campaign member's ability to campaign. Therefore, hearings of a GSA Appeals and Complaints Board (GSA ACB) Hearing Committee are on the Written Record of the CRO and the appeal submission(s) and the GSA ACB Hearing Committee will aim to complete their hearing within three (3) working days.

H.POL.15.2 Receipt of Appeals of a CRO Decision

H.POL.15.2.a Written appeals of a CRO decision will be directed to the GSA ACB Chair and copied to the Executive Director (ED) (or delegate).

H.POL.15.2.b Candidate(s) or referendum campaign member(s) have twenty-four (24) hours from the time the CRO's decision is deemed delivered to submit an Appeal.

H.POL.15.2.c Appeals may be made by a candidate(s) running in a GSA General Election or by-election, or a campaign member(s) in a referendum, or any other affected party.

H.POL.15.2.d Appeals must be in writing (ie not oral), and signed. They must provide a description of the circumstances that prompted the Appeal and any suggested remedy or action.

H.POL.15.2.e The GSA ACB Chair and Vice-Chair, in consultation with the ED (or delegate), can dismiss an Appeal if it is unfounded, frivolous, or vexatious. This decision must be given in writing and is final and binding.

H.POL.15.2.f The GSA ACB Chair will decide if another candidate(s) or referendum campaign member(s) who is/are affected should be asked for a written submission.

H.POL.15.3 Challenge of GSA ACB Members for Reason of Bias

H.POL.15.3.a Candidate(s) running in a GSA General Election or by-election, or campaign member(s) in a referendum will have had the opportunity to challenge members of the GSA ACB for reason of bias on nomination/referenda forms. Other affected parties will be given twenty-four (24) hours to submit a written challenge on the basis that a GSA ACB member has a bias that would prevent a fair hearing.

H.POL.15.3.b Decisions on bias rest with the Chair of the GSA ACB in consultation with the ED (or delegate) or, if the Chair is challenged, with the Vice-Chair.

H.POL.15.4 Striking a GSA ACB Hearing Committee to Consider an Appeal of a CRO Decision

H.POL.15.4.a Upon a receipt of an Appeal of a CRO's decision, the GSA ACB Chair will set date(s), time(s), and place(s) for the hearing and ask the ED to strike a three (3) person GSA ACB Hearing Committee as follows:

H.POL.15.4.a.i The Chair of the GSA ACB Hearing Committee will be selected, in order of service and availability, from the list of GSA ACB members. Trained and/or experienced members will be given preference,

H.POL.15.4.a.ii The other two (2) members of the GSA ACB Hearing Committee will be selected taking into account service and availability, from the list of GSA ACB members,

H.POL.15.4.a.iii The GSA ACB Chair may serve on the GSA ACB Hearing Committee as Chair or as a member, and

H.POL.15.4.a.iv Depending on availability of members, the date(s) and time(s) of the hearing may be changed.

H.POL.15.4.b The GSA ACB Hearing Committee Chair may call a meeting of the GSA ACB Hearing Committee, with the ED (or delegate) present, to discuss jurisdiction and procedure only; no discussion of substantive matters may occur. The GSA ACB Chair may attend.

H.POL.15.5 GSA ACB Hearing Process

H.POL.15.5.a The Chair of the GSA ACB Hearing Committee will ask that the CRO, with all due speed, submit the full Written Record of the CRO decision.

H.POL.15.5.b The GSA ACB Hearing Committee will meet to consider the matter based on the Written Record and the Appeal.

H.POL.15.5.c Subject to privacy legislation, all documents related to a hearing will be made available to the GSA ACB Hearing Committee, the ED (or delegate), the parties, and reserve members.

H.POL.15.5.d Hearings are closed.

H.POL.15.5.e The ED (or delegate) may attend the hearing at the invitation of the Chair of the GSA ACB Hearing Committee.

H.POL.15.5.f The Appeal will be judged on a balance of probabilities.

H.POL.15.5.g The GSA ACB Hearing Committee will reach decisions by majority vote. No member may abstain.

H.POL.15.6 Written Decision

H.POL.15.6.a At the conclusion of the hearing, the GSA ACB Hearing Committee Chair will draft a written decision, to be reviewed by GSA ACB Hearing Committee members and the ED (or delegate).

H.POL.15.6.b The decision, signed by the Chair of the GSA ACB Hearing Committee, will be immediately sent to the Appellant and the CRO via email.

H.POL.15.7 Powers of a GSA ACB Hearing Committee Concerning Appeals of a CRO Decision

H.POL.15.7.a The GSA ACB Hearing Committee may uphold or deny, in whole or in part, the Appeal and may make any order or take any action, including re-running an election or referendum, to ensure that the guiding principle of GSA Elections and Referenda is adhered to: “the fundamental principle underlying GSA Elections [and Referenda] is that they are to be fair, respect the wishes of voters, and conducted in a manner that reflects the excellent, positive reputation of the GSA” (GSA Bylaw and Policy, Sections I.BYL.1.1 and J.BYL.1.1).

H.POL.15.7.b GSA ACB Hearing Committee decisions are final and binding.

H.POL.15.7.c The GSA ACB Chair will ensure that, subject to privacy legislation, decisions on appeals of CRO decisions are posted on the GSA website.

H.POL.15.7.d The GSA ACB Chair will attend GSA Council and report briefly on appeals of CRO decisions that have been heard and decided.

Section I: Elections

Purpose and Scope: This bylaw and associated policies govern the operation of GSA elections and the expected conduct of candidates therein, and govern the composition and mandate of the GSA Elections and Referenda Committee	
Definitions	"Campaign Materials" are defined as any materials designed to be disseminated to promote a candidate "Campaign Volunteers" are defined as individuals or groups who campaign on behalf of a candidate with their awareness "Campaigning" is defined as any form of promotion of a candidate; this includes all verbal, electronic, and visual forms of communication "Deemed Delivered" is defined such that an email is deemed to have been delivered twenty-four (24) hours from the time it was sent "Moderated Mailing List" is defined as an email list where the membership is compiled by a third-party and/or communications are sent to email list owners for review and/or approval prior to circulation to subscribers "Provisional Results" are defined as results that are subject to appeal for twenty-four (24) hours from the time the provisional results are released and which may, in addition, be affected because of earlier complaints not yet resolved "Working Day" is defined as a day that the GSA office is open
Other Specifically Related Sections of GSA Governing Documents	GSA Bylaw and Policy, Section B: Members GSA Bylaw and Policy, Section D: GSA Officers GSA Bylaw and Policy, Section E: Nominating GSA Bylaw and Policy, Section H: Performance, Conduct, Responsibilities, and Attendance, and the GSA Appeals and Complaints Board

GSA Bylaw: Elections[19]

I.BYL.1 Guiding Principle

I.BYL.1.1 The fundamental principle underlying GSA elections is that they are to be fair, respect the wishes of voters, and conducted in a manner that reflects the excellent, positive reputation of the GSA.

I.BYL.2 Election Timeline

I.BYL.2.1 Elections will consist of a nomination period, a campaign period, and a voting period.

[19] Amended by GSA Council on 18 November 2013, 23 January 2017, 15 October 2018, 28 October 2019, and 21 November 2022. Editorial revisions made by the GSA Governance Committee on 28 May 2015.

I.BYL.2.2 The timeline for elections will be set out in GSA Policy.

I.BYL.3 Nominations

I.BYL.3.1 The requirements for the nomination forms will be set out in GSA Policy.

I.BYL.3.2 Candidates for Directly-Elected Officer positions will be GSA members, except associate members, in good academic standing.

I.BYL.3.3 Candidates are not allowed to run for multiple positions.

I.BYL.4 Voting

I.BYL.4.1 All voting in GSA General Elections and elections of the Associate Vice-President Labour and by-elections will be done electronically, except in the event of a failure of the electronic system in use.

I.BYL.4.2 Each position will be elected on a per ballot basis.

I.BYL.5 Filling Vacancies Following the GSA General Election and Election of the Associate Vice-President Labour

I.BYL.5.1 In the event that a Directly-Elected Officer (DEO) position or Councillor-at-Large (CAL) position is not filled by the end of the GSA General Election and election of the Associate Vice-President Labour (ie no candidates run for a position or “None of the Candidates” is elected), or a DEO position or CAL position is vacated any time prior to 1 December (or the next working day), the Chief Returning Officer and GSA Council will follow GSA Policy on filling vacancies following the GSA General Election (see GSA Bylaw and Policy, Section I.POL.15).

GSA Policy: Elections[20]

I.POL.6 General Principles and Rules of Conduct for Elections

I.POL.6.1 "The fundamental principle underlying GSA elections is that they are to be fair, respect the wishes of voters, and conducted in a manner that reflects the excellent, positive reputation of the GSA" (GSA Bylaw and Policy, Section I.BYL.1.1).

I.POL.6.2 Candidates will abide by GSA Bylaw and Policy concerning elections, and any other applicable policies or laws, and will ensure that Campaign Volunteers do the same. It is the responsibility of candidates to familiarize themselves with GSA Bylaw and Policy on elections.

I.POL.6.3 Candidates will treat the Chief Returning Officer, Deputy Returning Officer, members of the GSA Elections and Referenda Committee, GSA Officers, management, staff, and fellow candidates with respect.

I.POL.7 Nomination Forms

I.POL.7.1 Nomination forms will be made available to GSA members in hard copy at the GSA office. Exceptions may be made at the discretion of the Chief Returning Officer (CRO).

I.POL.7.2 On the Directly-Elected Officer (DEO) nomination forms, candidates will include a minimum of five (5) signatures from GSA members. The purpose of the signatures is to attest that the nominators, in their view, believe the candidate has the ability and/or experience for the position for which they are running.

I.POL.7.3 Councillor-at-Large (CAL) candidates are not required to include signatures in their nomination forms.

I.POL.7.4 Written nominations for DEO or CAL positions will be submitted to the GSA office to be reviewed and signed by the CRO in order to verify both completeness and that the nomination form has been submitted on time. The original will be filed in the GSA office and one (1) copy provided to the candidate, normally electronically. If a nomination form is incomplete or late, the CRO will not accept the nomination form. Candidates cannot appeal this decision.

I.POL.7.5 Candidates can change the position they wish to run for, but must do so prior to the nomination deadline. If a candidate changes the position they are running for, the candidate will be required to fill out and submit a new nomination form for the new position prior to the nomination deadline and must meet the requirements as set out above.

I.POL.7.6 Once the CRO verifies nomination forms, the names of candidates who have submitted their nomination forms will be provisionally listed on the GSA website and in hard copy at the GSA office.

I.POL.7.7 The following will be stated on nomination forms for the GSA General Election and election of the Associate Vice-President Labour, and any subsequent by-elections:

> "By signing nomination forms, all candidates acknowledge that they have read and agree to abide by GSA Bylaw and Policy on elections, which is posted in full on the GSA website.
>
> By signing nomination forms, candidates also acknowledge that they have read and are aware of the terms of an appeal within the GSA of any decisions on

[20] Approved by GSA Council on 14 March 2011. Amended by GSA Council on 21 on October 2013, 8 December 2014, 25 May 2015, 20 July 2015, 23 January 2017, 15 October 2018, 28 October 2019, 24 October 2022, and 21 November 2022. Editorial revisions made by the GSA Governance Committee on 15 January 2015 (Chair and Vice-Chair under delegated authority from the GSA Governance Committee), 24 February 2015 (Chair and Vice-Chair under delegated authority from the GSA Governance Committee), 28 May 2015, 24 July 2015 (Chair and Vice-Chair under delegated authority from the GSA Governance Committee), 10 August 2015 (Chair and Vice-Chair under delegated authority from the GSA Governance Committee), and 6 October 2017.

alleged breaches of GSA Bylaw and Policy, including the fact that the Chief Returning Officer (CRO), with advice from the GSA Elections and Referenda Committee (GSA ERC), receives, manages, and rules on complaints regarding alleged breaches of GSA Bylaw or Policy and that the GSA Appeals and Complaints Board (GSA ACB) decides on any appeals. Any concerns with potential bias on the part of the CRO, the Deputy Returning Officer, and members of the GSA ERC in making such decisions, and members of the GSA ACB in making such decisions on appeals, will be filed with nomination forms."

I.POL.7.8 Nomination forms will list the names of the CRO, Deputy Returning Officer, members of the GSA Elections and Referenda Committee, and members of the GSA Appeals and Complaints Board.

I.POL.7.8.a Any changes to these names will be emailed to candidates who will have twenty-four (24) hours to file any objections with the GSA Speaker.

I.POL.8 Timeline

I.POL.8.1 Except as specified below, the Chief Returning Officer (CRO) approves the timeline for elections with advice from the GSA ERC.

I.POL.8.2 "Elections will consist of a nomination period, a campaign period, and a voting period" (GSA Bylaw and Policy, Section I.BYL.2.1).

I.POL.8.3 Nominations for the GSA General Election and election of the Associate Vice-President Labour will open on or about 31 January.

I.POL.8.4 The nomination period will last at least fourteen (14) calendar days. The nomination period will end on a working day.

I.POL.8.5 Within twenty-four (24) hours after the close of the nomination period, the CRO will hold the All-Candidates Meeting as described, below.

I.POL.8.6 The campaign period will last at least seven (7) calendar days and will begin no earlier than the day following the All-Candidates Meeting.

I.POL.8.7 Voting:

I.POL.8.7.a Campaigning is permitted during the voting period,

I.POL.8.7.b The CRO will ensure that the voting period starts on a working day and lasts at least forty-eight (48) hours, and

I.POL.8.7.c Voting will be completed no later than 15 April, or the next working day.

I.POL.9 All-Candidates Meeting

I.POL.9.1 The Chief Returning Officer (CRO) is responsible for organizing a meeting of all candidates running in an election to provide them with an overview of GSA Bylaw and Policy on elections.

I.POL.9.2 Failure by a candidate to attend the All-Candidates Meeting without adequate prior notification (defined as notice communicated electronically to the CRO at least one (1) hour in advance of the meeting) to the CRO is grounds for disqualification from the current election. If a candidate misses the All-Candidates Meeting due to unforeseen and exceptional circumstances, such as a last minute emergency, any consequences may be waived at the discretion of the CRO, following consultation with the GSA Election and Referenda Committee. There is no appeal of these decisions.

I.POL.9.3 At the All-Candidates Meeting, the CRO will provide each candidate with all relevant GSA Bylaw and Policy on elections and on the GSA Appeals and Complaints Board, as well as information concerning campaigning.

I.POL.10 Campaigning

I.POL.10.1 "The campaign period will last at least seven (7) calendar days and will begin no earlier than the day following the All-Candidates Meeting" (GSA Bylaw and Policy, Section I.POL.8.6).

I.POL.10.2 No form of campaigning (verbal, electronic, and visual) will contain slander, discriminatory content, or *ad hominem* attacks of individuals.

I.POL.10.3 Candidates will ensure all campaign plans, materials, and/or advertisements conform with all University of Alberta policies and regulations and all municipal, provincial, and federal laws.

I.POL.10.4 Candidates will campaign as individuals and may not serve as Campaign Volunteers for other candidates. Slates are not permitted.

I.POL.10.5 The GSA office and any associated resources (eg, email accounts, staff) will not be used for campaign purposes, notwithstanding that all candidates will be given the opportunity to submit information about themselves for inclusion on the GSA website.

I.POL.10.6 Campaigning will not take place at any GSA meetings or events.

I.POL.10.7 Directly-Elected Officers (DEOs) and the Senator, or their delegates (whether standing as candidates or not), will not campaign during any committee meetings or events at which they are acting as elected representatives of the GSA.

I.POL.10.8 DEOs and the Senator, if not standing as candidates, may serve as Campaign Volunteers, provided that they do not do so in their capacity as elected representatives of the GSA and that they do not speak for the GSA as an organization.

I.POL.10.9 The Chief Returning Officer (CRO), Deputy Returning Officer, Speaker, Deputy Speaker, members of the GSA Nominating Committee, members of the GSA Appeals and Complaints Board, and members of the GSA Elections and Referenda Committee will remain neutral and not serve as a Campaign Volunteer for any candidate whatsoever.

I.POL.10.10 Dissemination and Approval of Campaign Materials

I.POL.10.10.a Candidates will only use SUBprint to print campaign materials to be physically posted or distributed.

I.POL.10.10.a.i Campaign materials that are physically posted or distributed will require the approval of the CRO.

I.POL.10.10.a.ii Candidates will be responsible for removing all physically posted campaign materials after voting has closed.

I.POL.10.10.b Candidates will circulate campaign materials through email only to their personal contacts and will not utilize moderated mailing lists.

I.POL.10.10.b.i Campaign materials circulated either to or from a University of Alberta email address to personal contacts will require the approval of the CRO.

I.POL.10.10.b.ii Campaign materials circulated via non-University of Alberta email to personal contacts will not require the approval of the CRO.

I.POL.10.10.c Candidates will post campaign materials, or circulate them via messaging accounts, only through their personal social media accounts or other personal online platforms.

I.POL.10.10.c.i Campaign materials posted on personal social media accounts or other personal online platforms, or circulated via messaging accounts, will not require the approval of the CRO.

I.POL.10.10.c.ii Notwithstanding Section I.POL.10.10.c.i, above, the CRO will be provided access to campaign materials posted or circulated on personal social media accounts or other personal online platforms on which candidates intend to campaign.

I.POL.10.10.d When approving campaign materials as noted in Sections I.POL.10.10.a.i and I.POL.10.10.b.i, above, the CRO will ensure they comply with Sections I.POL.10.2 and I.POL.10.3, above, and any other relevant GSA Bylaw and Policy. Additionally:

I.POL.10.10.d.i Candidates will not use the University or GSA logos on any physical or electronic campaign materials.

I.POL.10.10.d.ii The CRO is not responsible for reviewing the editorial content of campaign materials (eg, grammar, punctuation).

I.POL.10.10.d.iii Campaign materials prepared in a language other than English will be accompanied by an English translation when submitted to the CRO for approval. The CRO is not responsible for the accuracy of translations.

I.POL.10.10.e The turnaround for approving campaign materials will be approximately one (1) working day.

I.POL.10.11 Candidates will get permission, where appropriate, to campaign in instructional spaces, such as classrooms and lecture halls. Candidates will not campaign in unsafe spaces that require proper safety equipment. The CRO will talk about safety issues, including campaigning in labs, at the All-Candidates Meeting.

I.POL.10.12 Candidates will not accept gifts of money, gifts in kind, or equivalents.

I.POL.10.13 Campaign Spending Limit

I.POL.10.13.a Candidates will be authorized to spend no more than $150 on campaign materials over the course of the election.

I.POL.10.13.b Candidates will report to the CRO all campaign-related expenses, and submit receipts (either electronically or in hard copy) no later than two (2) hours after the close of the voting period.

I.POL.10.13.c Campaign costs will not be reimbursed.

I.POL.10.14 Candidates are encouraged to ask the CRO before acting if they have any questions about GSA Bylaw and Policy on elections (including questions related to the development of campaign materials and the planning of campaign events), interpretations issued by the CRO, or other applicable policies or laws, and to report any alleged breaches to the CRO, in accordance with the procedure outlined below.

I.POL.11 Breaches Discerned by the Chief Returning Officer, Alleged Breaches, and Complaints About Alleged Breaches

I.POL.11.1 Breaches Discerned by the Chief Returning Officer (CRO)

I.POL.11.1.a When the CRO believes they have discerned a breach of GSA Bylaw and Policy on elections, of an interpretation issued by the CRO, or of other applicable policies or laws, they will work to resolve the discerned breach through informal resolution.

I.POL.11.1.b The goal of informal resolution is to arrive at countermeasures agreed upon by all parties.

I.POL.11.1.c If the CRO is unable to resolve the discerned breach through informal resolution, or deems informal resolution to be inappropriate, they may, as per GSA Bylaw and Policy, Section D.POL.11.1.b, discipline the candidate(s) by imposing the penalties or remedial actions noted in GSA Bylaw and Policy, Sections I.POL.11.4.c to I.POL.11.7.

I.POL.11.2 Alleged Breaches

I.POL.11.2.a Those with questions or concerns about alleged breaches are encouraged to contact the CRO in a timely fashion. The CRO will advise on associated processes.

I.POL.11.2.b All alleged breaches of GSA Bylaw and Policy on elections, of interpretations issued by the CRO, or other applicable policies or laws must be reported to the CRO as soon as possible.

I.POL.11.2.c When an alleged breach of GSA Bylaw and Policy on elections, of an interpretation issued by the CRO, or of other applicable policies or laws is reported to the CRO, they will work to resolve the alleged breach through informal resolution.

I.POL.11.2.d The goal of informal resolution is to arrive at countermeasures agreed upon by all parties.

I.POL.11.2.e If the CRO is unable to resolve the alleged breach through informal resolution, or deems informal resolution to be inappropriate, they may, as per GSA Bylaw and Policy, Section D.POL.11.1.b, discipline the candidate(s) by imposing the penalties or remedial actions noted in GSA Bylaw and Policy, Sections I.POL.11.4.c to I.POL.11.7.

I.POL.11.3 Complaints About Alleged Breaches

I.POL.11.3.a While complaints may be brought forward at any point during campaigning, individuals have twenty-four (24) hours after the release of provisional results to lodge a complaint with the CRO about an alleged breach of GSA Bylaw or Policy. Complaints lodged after this deadline will not be considered.

I.POL.11.3.b To be considered by the CRO, a complaint must include the following:

I.POL.11.3.b.i The name of the person filing the complaint and their University email address,

I.POL.11.3.b.ii The name of the candidate who allegedly committed a breach,

I.POL.11.3.b.iii The section of GSA Bylaw and Policy on elections, interpretation issued by the CRO, or other applicable policies or laws that has allegedly been breached,

I.POL.11.3.b.iv A description of what constitutes the alleged breach and associated evidence, and

I.POL.11.3.b.v A list of the evidence submitted.

I.POL.11.3.c Incomplete complaints will not be considered and complainants filing incomplete complaints will be notified as such.

I.POL.11.3.d The CRO can dismiss a complaint if it is unfounded, frivolous, or vexatious.

I.POL.11.3.e If a person provides information on an anonymous basis, that information and the request for anonymity will be assessed on a case-by-case basis.

I.POL.11.4 Decision

I.POL.11.4.a If informal resolution is rejected or is not successful, the CRO will email the candidate concerned with the details of the complaint, and request a written response, setting a deadline of at least eight (8) hours.

I.POL.11.4.b Based on the complaint and the written response (or solely on the complaint if no written response was provided by the set deadline), the CRO will normally reach a decision on the complaint within seventy-two (72) hours. If more time is required to reach a decision, the CRO will make a decision regarding extensions.

I.POL.11.4.c The CRO may impose the following penalties, or remedial actions:

I.POL.11.4.c.i Verbal or written reprimands,

I.POL.11.4.c.ii Reduction of spending limits,

I.POL.11.4.c.iii Disqualification from the current election, and

I.POL.11.4.c.iv Any other penalty or remedial action.

I.POL.11.4.d All decisions on complaints and decisions reached by the CRO will include:

I.POL.11.4.d.i A summary of the alleged or discerned breach,

I.POL.11.4.d.ii A list of parties to the complaint or breach (unless anonymity was granted, see Section I.POL. 11.3.e, above),

I.POL.11.4.d.iii A summary of the reasons for the decision and the process by which it was reached,

I.POL.11.4.d.iv A listing of all applicable GSA Bylaw and Policy and interpretations issued by the CRO, or other applicable policies or laws,

I.POL.11.4.d.v The decided upon penalties, and/or remedial actions, and

I.POL.11.4.d.vi The time limit for any appeal to be made.

I.POL.11.5 Upon reaching a decision the CRO will email the decision to all parties, with a copy to the GSA Elections and Referenda Committee (GSA ERC). The decision will then be posted on the GSA website.

I.POL.11.6 Unless otherwise stated in GSA Bylaw or Policy on elections, decisions of the CRO are subject to appeal to the GSA Appeals and Complaints Board (GSA ACB).

I.POL.11.6.a The CRO will advise the parties that they have twenty-four (24) hours from the time the CRO's email is deemed delivered for an emailed appeal to be received by the Chair of the GSA ACB.

I.POL.11.7 Throughout this process, the CRO will consult with the Deputy Returning Officer, available member(s) of the GSA ERC, and the Executive Director (or delegate).

I.POL.12 Voting

I.POL.12.1 "All voting in GSA General Elections and elections of the Associate Vice-President Labour (AVPL) and by-elections will be done electronically, except in the event of a failure of the electronic system in use" (GSA Bylaw and Policy, Section I.BYL.4.1). As per GSA Bylaw and Policy, Section B.BYL.3.1, voting for the position of AVPL will be restricted to academically-employed graduate students.

I.POL.12.2 Candidates will be displayed in alphabetical order on a per-ballot basis.

I.POL.12.3 "None of the Candidates" will be displayed following the list of candidates on a per ballot basis.

I.POL.12.4 On ballots, voters will mark their choice of candidate(s) for each race. Voters may abstain by signing in to vote but then not voting in a particular race.

I.POL.12.5 Ballots will be counted electronically according to the following procedures:

I.POL.12.5.a The number of votes for each candidate will be counted.

I.POL.12.5.b The candidate(s) with the highest number(s) of votes will be successful, in accord with the number of positions available. In a case where "None of the Candidates" received more votes than some of the other candidates, only candidate(s) receiving more votes than "None of the Candidates" will be considered successful.

I.POL.12.5.c In the event of a tied vote, the Chief Returning Officer will draw a name from a hat in the presence of two (2) neutral witnesses, and the name drawn from a hat will be the candidate that is eliminated.

I.POL.12.6 Candidates who receive fewer votes than "None of the Candidates" in the GSA General Election and election of the AVPL cannot run for the same position in any related subsequent by-elections, GSA Council elections, or elections of the AVPL (as outlined in GSA Bylaw and Policy, Section I.POL.15).

I.POL.13 Results

I.POL.13.1 Upon completion of the ballot count, the Chief Returning Officer (CRO) will announce provisional results. Results will be made official only after the deadline to lodge a complaint with the CRO about an alleged breach of GSA Bylaw or Policy has expired and none have been received or when the GSA's process of dealing with alleged breaches of GSA Bylaw or Policy on elections and any appeals within that process are exhausted.

I.POL.13.2 In the case where the electronic voting system fails and paper ballots were used, the paper ballots will be destroyed one (1) month following the release of the official results.

I.POL.14 Reporting

I.POL.14.1 The Chief Returning Officer (CRO) will draft a procedural report following each GSA General Election and election of the Associate Vice-President Labour or by-election(s). This report will outline major decisions, processes, issues, and recommendations for the following year. This report will be provided to the next CRO and Deputy Returning Officer, and the GSA Elections and Referenda Committee, the GSA Board, and GSA Council.

I.POL.15 Filling Vacancies Following the GSA General Election and Election of the Associate Vice-President Labour

I.POL.15.1 In the event that a Directly-Elected Officer (DEO) position is not filled by the end of the GSA General Election and election of the Associate Vice-President Labour (AVPL) (ie no candidates run for a position or "None of the Candidates" is elected), or if a position is vacated at any time prior to 1 December (or the next working day) a by-election will take place as soon as possible. The procedures governing this by-election will be the same as those governing regular elections, except the dates of nominations, campaigning, and voting periods will be determined by the Chief Returning Officer (CRO).

I.POL.15.2 In the event that a DEO position is vacated after 1 December (or the next working day) and before the next GSA General Election and election of the AVPL, the GSA Nominating Committee (GSA NoC) will decide on procedures and then provide one (1) or more names to GSA Council and/or academically-employed graduate students (in the case of the election of the AVPL) for consideration. GSA Council and/or academically-employed graduate students (in the case of the election of the AVPL) will elect an individual to fill the position on an interim basis. If the matter is deemed urgent by the CRO, GSA Council can hold ~~this~~ an election for DEOs, excluding for the AVPL, electronically.

I.POL.15.3 In the event that any Councillor-at-Large (CAL) positions are not filled by the end of the GSA General Election, or a CAL position is vacated, GSA Council will be responsible for electing any remaining CALs prior to 1 December (or the next working day). When electing any remaining CALs, GSA Council will aim to elect GSA members from as broad a range of disciplines as possible. The GSA NoC will decide on procedures and then provide one (1) or more names to GSA Council for consideration, except that the GSA NoC may not waive advertising. Note that the legislated GSA NoC process specifies that all vacancies will be advertised at least twice in advance of the nomination deadline noted in the advertisement. If the matter is urgent, GSA Council can hold this election electronically.

GSA Policy: GSA Standing Committees, GSA Elections and Referenda Committee[21]

I.POL.16 Composition

I.POL.16.1 A total of six (6) GSA members including at least one (1) Councillor elected by GSA Council, as voting members.

I.POL.16.2 The Chief Returning Officer and Deputy Returning Officer as non-voting members.

I.POL.16.3 The Executive Director (or delegate) as a non-voting member.

I.POL.16.4 Two (2) members from amongst the six (6) voting members of the GSA Elections and Referenda Committee (GSA ERC) will be elected by the GSA ERC to serve as Chair and Vice-Chair for the duration of their time on the GSA ERC or until they resign their positions. The members elected will be reported to GSA Council.

I.POL.17 Eligibility

I.POL.17.1 All members of the GSA are eligible to serve on the GSA Elections and Referenda Committee (GSA ERC) unless they intend to run in or serve as a Campaign Volunteer in the upcoming GSA General Election and election of the Associate Vice-President Labour (AVPL) and/or by-election, serve as a Campaign Representative or Campaign Volunteer in an upcoming referendum, or they have run in the most recent GSA General Election and election of the AVPL and/or by-election or served as a Campaign Representative in the most recent referendum. GSA ERC members must also be neutral and impartial (ie having no immediate or vested interest in the outcome of GSA General Elections, elections of the AVPL, and referenda).

I.POL.17.2 If a GSA ERC member intends to run in or serve as a Campaign Volunteer in the upcoming GSA General Election and election of the AVPL and/or by-election, or serve as a Campaign Representative or Campaign Volunteer in an upcoming referendum they will resign from the GSA ERC.

I.POL.18 Mandate

I.POL.18.1 The GSA Elections and Referenda Committee (GSA ERC) will advise the Chief Returning Officer (CRO) on all matters pertaining to GSA General Elections and elections of the Associate Vice-President Labour (AVPL), by-elections, and referenda including but not limited to:

I.POL.18.1.a The advertising of the nomination period for GSA General Elections and elections of the AVPL or by-elections, the registration period for any referenda, and voting periods for all GSA General Elections and elections of the AVPL, by-elections, and referenda,

I.POL.18.1.b Preparing nomination and registration forms in accordance with GSA Bylaw and Policy on elections and referenda,

I.POL.18.1.c The planning of any GSA General Election and election of the AVPL or by-election forums for GSA members to ask candidates questions,

I.POL.18.1.d Issuing interpretations of GSA Bylaw and Policy on elections and referenda to be shared equally amongst all candidates and Campaign Representatives during the course of a GSA General Election and election of the AVPL, by-election, or referendum, and

I.POL.18.1.e Receiving, managing, and ruling on alleged breaches of GSA Bylaw or Policy, of interpretations issued by the CRO, or other applicable policies or laws in accordance with GSA Bylaw and Policy, Sections I.POL.11 and J.POL.12.

[21] Amended by the Annual General Meeting on 28 March 2011. Amended by GSA Council on 21 October 2013, 8 December 2014, 15 October 2018, 28 October 2019, 21 November 2022, and 19 June 2023. Editorial revisions made by the GSA Governance Committee on 3 April 2017 and 22 January 2020.

I.POL.18.2 The GSA ERC will make recommendations to the CRO on:

I.POL.18.2.a The approval of timelines for GSA General Elections and elections of the AVPL, by-elections, and referenda in accordance with GSA Bylaw and Policy on elections and referenda,

I.POL.18.2.b The approval of nomination and registration forms in accordance with GSA Bylaw and Policy on elections and referenda,

I.POL.18.2.c The approval of the electronic software or applications used to run GSA General Elections and elections of the AVPL, by-elections, and referenda in consultation with the Executive Director (or delegate) and Financial Manager, and

I.POL.18.2.d The approval of the format of the ballots for GSA General Elections and elections of the AVPL, by-elections, and referenda.

I.POL.18.3 At least one (1) month prior to the opening of nominations for the GSA General Election and election of the AVPL, the GSA ERC will meet to assist the CRO in the planning of election events.

I.POL.18.4 The GSA ERC will review GSA Bylaw and Policy on elections and referenda annually and make any recommendations to GSA Council.

I.POL.18.5 GSA ERC members are free to approach GSA Council with any concerns about how elections or referenda are being managed.

I.POL.18.6 The GSA ERC strongly recommends to GSA members who are considering running for office that they participate in the early call program led by the GSA Nominating Committee (GSA NoC). It is the firm belief of the GSA ERC that training is needed in order for Directly-Elected Officers to carry out their duties effectively.

I.POL.18.7 “In the case of a resignation or other vacancy (as determined by the GSA Elections and Referenda Committee) in the Chief Returning Officer (CRO) or Deputy Returning Officer positions during any GSA General Election and election of the AVPL, by-election, referendum, or any other associated election or referenda matter, the GSA NoC may take necessary action to fill the vacancy, including direct appointments, or appointments of former CROs” (GSA Bylaw and Policy, Section E.POL.8.5).

I.POL.19 Meetings

I.POL.19.1 Quorum is four (4) voting members including either the Chair or the Vice-Chair.

Section J: Referenda

Purpose and Scope: This bylaw and associated policy governs the operation of GSA referenda and the expected conduct of registered 'Yes' or 'No' campaigns therein	
Definitions	"Asker" is defined as a GSA member or a person acting on behalf of an external organization who wishes to initiate a referendum "Campaign Materials" are defined as any materials designed to be disseminated to promote a 'Yes' or 'No' campaign "Campaign Representative" is defined as a GSA member running either a 'Yes' campaign or a 'No' campaign "Campaign Volunteers" are defined as individuals or groups who campaign on behalf of a 'Yes' or 'No' campaign with the awareness of the Campaign Representative "Campaigning" is defined as any form of promotion of a 'Yes' or 'No' campaign; this includes all verbal, electronic, and visual forms of communication "Deemed Delivered" is defined such that an email is deemed to have been delivered twenty-four (24) hours from the time it was sent "Moderated Mailing List" is defined as an email list where the membership is compiled by a third-party and/or communications are sent to email list owners for review and/or approval prior to circulation to subscribers "Provisional Results" are defined as results that are subject to appeal for twenty-four (24) hours from the time the provisional results are released and which may, in addition, be affected because of earlier complaints not yet resolved "Referendum Question" is defined as a clearly worded 'Yes' or 'No' question regarding any dedicated, on-going fee for a service, facility, or lobbying effort "Working Day" is defined as a day that the GSA office is open
Other Specifically Related Sections of GSA Governing Documents	GSA Bylaw and Policy, Section B: Members GSA Bylaw and Policy, Section D: GSA Officers GSA Bylaw and Policy, Section H: Performance, Conduct, Responsibilities, and Attendance, and the GSA Appeals and Complaints Board

GSA Bylaw: Referenda[22]

J.BYL.1 Guiding Principle

[22] Approved by GSA Council on 28 November 2013. Amended by GSA Council on 23 January 2017, 15 October 2018, 28 October 2019, and 21 November 2022.

J.BYL.1.1 The fundamental principle underlying GSA referenda is that they are to be fair, respect the wishes of voters, and conducted in a manner that reflects the excellent, positive reputation of the GSA.

J.BYL.2 Initiation

J.BYL.2.1 A referendum on a clearly worded 'Yes' or 'No' question regarding any dedicated, on-going fee for a service, facility, or lobbying effort can be initiated by the GSA Board (GSAB) subject to a simple majority vote at any meeting of GSA Council. Normally a referendum will be held in conjunction with the GSA General Election and election of the Associate Vice-President Labour, unless a question is determined to be of an urgent nature by the GSAB.

J.BYL.2.2 The required steps for a GSA member or a person acting on behalf of an external organization wishing to initiate a referendum will be outlined in GSA Policy on referenda.

J.BYL.2.3 Notwithstanding the process by which a referendum is initiated, a clearly worded referendum question will be developed in consultation with the Chief Returning Officer, the GSAB, and GSA Council. GSA Council will approve the holding of a referendum and the wording of a referendum question.

J.BYL.3 Referendum Timeline

J.BYL.3.1 Referenda questions will be submitted to GSA Council for approval no later than the first mailing for the November GSA Council meeting, unless a referendum is determined to be urgent by the GSA Board as noted above.

J.BYL.3.2 Referenda will consist of a registration period, a campaign period, and a voting period.

J.BYL.3.3 The timeline for referenda will be set out in GSA Policy.

J.BYL.4 Registration of a 'Yes' or 'No' Campaign

J.BYL.4.1 The requirements for the registration forms of a 'Yes' or 'No' campaign will be set out in GSA Policy.

J.BYL.4.2 Only GSA members, except associate members, can register a 'Yes' or 'No' campaign during a referendum.

J.BYL.4.3 Current Directly-Elected Officer(s) are not required to register a campaign in a referendum and may take positions.

J.BYL.5 Voting

J.BYL.5.1 All referenda voting will be done electronically, except in the event of a failure of the electronic system in use.

GSA Policy: Referenda[23]

J.POL.6 General Principles and Rules of Conduct for Referenda

J.POL.6.1 "The fundamental principle underlying GSA referenda is that they are to be fair, respect the wishes of voters, and conducted in a manner that reflects the excellent, positive reputation of the GSA" (Section J: Referenda, GSA Bylaw, Referenda, Section J.BYL.1.1).

J.POL.6.2 Campaign Representatives will abide by GSA Bylaw and Policy concerning referenda, and any other applicable policies or laws, and will ensure that Campaign Volunteers do the same. It is the responsibility of candidates to familiarize themselves with GSA Bylaw and Policy on referenda.

J.POL.6.3 Campaign Representatives will treat the Chief Returning Officer, Deputy Returning Officer, members of the GSA Elections and Referenda Committee, GSA Officers, management, staff, and fellow Campaign Representatives with respect.

J.POL.7 Initiating a Referendum

J.POL.7.1 If an Asker wishes to initiate a referendum, they will contact the Chief Returning Officer (CRO).

J.POL.7.2 The CRO will extend an invitation to present to the GSA Board (GSAB). The Asker must state how their organization or proposed referendum question relates to the GSA and/or GSA members. The Asker will provide the GSAB with relevant documents such as a constitution, mission statement, vision statement, audited financial statements, etc.

J.POL.7.2.a A clearly worded referendum question will address the following criteria (if applicable): description of any dedicated on-going fee, amount of fee, how long a fee will be collected, effective date (when a fee will start being collected), procedure for changing a fee, whether the fee can be rescinded, and an accountability mechanism for the money collected. The criteria above provided are non-exhaustive and additional criteria may be required to draft a clearly worded referendum question.

J.POL.7.3 The CRO and Asker will work together to draft a referendum question, which will be subject to change after input from the GSAB and GSA Council.

J.POL.7.4 Following the presentation to the GSAB by the Asker, the GSAB will either decide to extend the Asker an invitation to GSA Council to make a presentation (normally fifteen (15) minutes with an extension if GSA Council so desires, followed by questions from GSA Council), or, if the GSAB does not extend an invitation to GSA Council, the Asker can find a GSA Council member to place the matter on the GSA Council agenda as per the procedures governing GSA Council.

J.POL.7.5 If the GSAB has invited the Asker to present at GSA Council, at that point the CRO and the Asker will work together to finalize the wording of the question (subject to change if GSA Council has concerns with the wording) and the Asker then presents to GSA Council.

J.POL.7.6 GSA Council will vote whether to approve the holding of a referendum and the wording of the question.

J.POL.7.7 If GSA Council approves the holding of a referendum and the wording of the question, a referendum is then held in accordance with GSA Bylaw and Policy on referenda.

[23] Approved by GSA Council on 21 October 2013. Amended by GSA Council on 20 July 2015, 23 January 2017, 15 October 2018, 28 October 2019, 24 October 2022, and 19 June 2023. Editorial revisions made by the GSA Governance Committee on 9 January 2014, 24 July 2015, and 10 August 2015.

J.POL.7.8 The CRO will provide an electronic description or briefing of the background, purpose, and relevant details of any GSA Council approved referendum question prior to referendum voting. Normally this description will be posted on the GSA website.

J.POL.8 Campaign Registration Forms

J.POL.8.1 Campaign registration forms will be made available to GSA members in hard copy at the GSA office. Exceptions may be made at the discretion of the Chief Returning Officer (CRO).

J.POL.8.2 In order to register a campaign, a minimum of five (5) signatures from GSA members must be provided to the CRO before the end of the registration period, as well as the name and contact information of the Campaign Representative.

J.POL.8.3 Written registration forms will be submitted to the GSA office to be reviewed and signed by the CRO in order to verify both completeness and that the registration form has been submitted on time. The original will be filed in the GSA office and one (1) copy provided to the Campaign Representative, normally electronically. If a registration form is incomplete or late, the CRO will not accept the registration form. Campaign Representatives cannot appeal this decision.

J.POL.8.4 The following will be stated on registration forms for a 'Yes' or 'No' campaign for a referendum:

> "By signing registration forms, all Campaign Representatives acknowledge that they have read and agree to abide by GSA Bylaw and Policy on referenda, which is posted in full on the GSA website.
>
> By signing registration forms, Campaign Representatives also acknowledge that they have read and are aware of the terms of an appeal within the GSA of any decisions on alleged breaches of GSA Bylaw and Policy, including the fact that the Chief Returning Officer (CRO), with advice from the GSA Elections and Referenda Committee (GSA ERC), receives, manages, and rules on complaints regarding alleged breaches of GSA Bylaw and Policy and that the GSA Appeals and Complaints Board (GSA ACB) decides on any appeals. Any concerns with potential bias on the part of the CRO, Deputy Returning Officer, and members of the GSA ERC in making such decisions, and members of the GSA ACB in making decisions on appeals will be filed with registration forms."

J.POL.8.5 Registration forms will list the names of the CRO, Deputy Returning Officer, members of the GSA Elections and Referenda Committee, and members of the GSA Appeals and Complaints Board.

J.POL.8.5.a Any changes to these names will be emailed to Campaign Representative who will have twenty-four (24) hours to file any objections with the GSA Speaker.

J.POL.9 Timeline

J.POL.9.1 Except as specified below, the Chief Returning Officer (CRO) approves the timeline for a referendum, with advice from the GSA Elections and Referenda Committee.

J.POL.9.2 "Referenda will consist of a registration period, a campaign period, and a voting period" (GSA Bylaw and Policy, Section J.BYL.3.2).

J.POL.9.3 The registration period will last at least fourteen (14) calendar days and only a 'Yes' or 'No' campaign can be registered. The registration period will end on a working day. In the event that no registrations are received the referendum will proceed regardless.

J.POL.9.4 Within twenty-four (24) hours after the close of the registration period, the CRO will hold the Meeting of the Campaign Representatives as described below.

J.POL.9.5 The campaign period will last at least seven (7) calendar days and will begin no earlier than the day following the Meeting of the Campaign Representatives.

J.POL.9.6 Voting:

J.POL.9.6.a Campaigning is permitted during the voting period and

J.POL.9.6.b The CRO will ensure that the voting period starts on a working day and lasts at least forty-eight (48) hours.

J.POL.10 Meeting of the Campaign Representatives

J.POL.10.1 The Chief Returning Officer (CRO) is responsible for organizing a meeting with all Campaign Representatives to provide an overview of GSA Bylaw and Policy on referenda.

J.POL.10.2 Failure to attend the Meeting of the Campaign Representatives by a Campaign Representative (or delegate) without adequate prior notification to the CRO is grounds for disqualification of their campaign. 'Adequate prior notification' is defined as notice communicated electronically to the CRO at least one (1) hour in advance of the meeting. If a Campaign Representative (or delegate) misses this meeting due to unforeseen and exceptional circumstances, such as a last-minute emergency, any consequences may be waived at the discretion of the CRO, following consultation with the GSA Elections and Referenda Committee. There is no appeal of these decisions.

J.POL.10.3 At the Meeting of the Campaign Representatives the CRO will provide Campaign Representatives with all relevant GSA Bylaw and Policy on referenda and on the GSA Appeals and Complaints Board, as well as information concerning campaigning.

J.POL.11 Campaigning

J.POL.11.1 "The campaign period will last at least seven (7) calendar days and will begin no earlier than the day following the Meeting of the Campaign Representatives" (GSA Bylaw and Policy, Section J.POL.9.5).

J.POL.11.2 No form of campaigning (verbal, electronic, and visual) will contain slander, discriminatory content, or *ad hominem* attacks of individuals.

J.POL.11.3 Campaign Representatives will ensure all campaign plans, materials, and/or advertisements conform with all University of Alberta policies and regulations and all municipal, provincial, and federal laws.

J.POL.11.4 The Chief Returning Officer (CRO), Deputy Returning Officer, Speaker, Deputy Speaker, members of the GSA Nominating Committee, members of the GSA Appeals and Complaints Board, and members of the GSA Elections and Referenda Committee will remain neutral and not serve as a Campaign Representative or Campaign Volunteer for any 'Yes' or 'No' campaign whatsoever.

J.POL.11.5 Dissemination and Approval of Campaign Materials

J.POL.11.5.a Campaign Representatives will only use SUBprint to print campaign materials to be physically posted or distributed.

J.POL.11.5a.i Campaign materials that are physically posted or distributed will require the approval of the CRO.

J.POL.11.5.a.ii Campaign Representatives will be responsible for removing all physically posted campaign materials after voting has closed.

J.POL.11.5.b Campaign Representatives will circulate campaign materials through email only to their personal contacts and will not utilize moderated mailing lists.

J.POL.11.5.b.i Campaign materials circulated either to or from a University of Alberta email address to personal contacts will require the approval of the CRO.

J.POL.11.5.b.ii Campaign materials circulated via non-University of Alberta email to personal contacts will not require the approval of the CRO.

J.POL.11.5.c Campaign Representatives will post campaign materials, or circulate them via messaging accounts, only through their personal social media accounts or other personal online platforms.

J.POL.11.5.c.i Campaign materials posted on personal social media accounts or other personal online platforms, or circulated via messaging accounts, will not require the approval of the CRO.

J.POL.11.5.c.ii Notwithstanding Section J.POL.11.5.c.i, above, the CRO will be provided access to campaign materials posted or circulated on personal social media accounts or other personal online platforms on which Campaign Representatives intend to campaign.

J.POL.11.5.d When approving campaign materials as noted in Sections J.POL.11.5.a.i and J.POL.11.5.b.i, above, the CRO will ensure they comply with Sections J.POL.11.2 and J.POL.11.3, above, and any other relevant GSA Bylaw and Policy. Additionally:

J.POL.11.5.d.i Campaign Representatives will not use the University or GSA logos on any physical or electronic campaign materials.

J.POL.11.5.d.ii The CRO is not responsible for reviewing the editorial content of campaign materials (eg, grammar, punctuation).

J.POL.11.5.d.iii Campaign materials prepared in a language other than English will be accompanied by an English translation when submitted to the CRO for approval. The CRO is not responsible for the accuracy of translations.

J.POL.11.5.e The turnaround for approving campaign materials will be approximately one (1) working day.

J.POL.11.6 Campaign Representatives will get permission, where appropriate, to campaign in instructional spaces, such as classrooms and lecture halls. Campaign Representatives will not campaign in unsafe spaces that require proper safety equipment. The CRO will talk about safety issues, including campaigning in labs, at the Meeting of the Campaign Representatives.

J.POL.11.7 Campaign Representatives will not accept gifts of money, gifts in kind, or equivalents.

J.POL.11.8 Campaign Spending Limit

J.POL.11.8.a Campaign Representatives will be authorized to spend no more than $150 on campaign materials over the course of a referendum.

J.POL.11.8.b Campaign Representatives will report to the CRO all campaign-related expenses, and submit receipts (either electronically or in hard copy) no later than two (2) hours after the close of the voting period.

J.POL.11.8.c Campaign costs will not be reimbursed.

J.POL.11.9 Campaign Representatives are encouraged to ask the CRO before acting if they have any questions about GSA Bylaw or Policy on referenda (including questions related to the development of campaign materials and the planning of campaign events), of interpretations issued by the CRO, or other applicable policies or laws, and to report any alleged breaches to the CRO, in accordance with the procedure outlined below.

J.POL.12 Breaches Discerned by the Chief Returning Officer, Alleged Breaches, and Complaints About Alleged Breaches

J.POL.12.1 Breaches Discerned by the Chief Returning Officer (CRO)

J.POL.12.1.a When the CRO believes they have discerned a breach of GSA Bylaw and Policy on referenda, of an interpretation issued by the CRO, or of other applicable policies or laws, they will work to resolve the discerned breach through informal resolution.

J.POL.12.1.b The goal of informal resolution is to arrive at countermeasures agreed upon by all parties.

J.POL.12.1.c If the CRO is unable to resolve the discerned breach through informal resolution, or deems informal resolution to be inappropriate, they may, as per GSA Bylaw and Policy, Section D.POL.11.1.b, discipline the Campaign Representative(s) by imposing the penalties or remedial actions noted in GSA Bylaw and Policy, Sections J.POL.12.4.c to J.POL.12.7E

J.POL.12.2 Alleged Breaches

J.POL.12.2.a Those with questions or concerns about alleged breaches are encouraged to contact the CRO in a timely fashion. The CRO will advise on associated processes.

J.POL.12.2.b All alleged breaches of GSA Bylaw and Policy on referenda of interpretations issued by the CRO, or other applicable policies or laws must be reported to the CRO as soon as possible.

J.POL.12.2.c When an alleged breach of GSA Bylaw and Policy on elections, of an interpretation issued by the CRO, or of other applicable policies or laws is reported to the CRO, they will work to resolve the alleged breach through informal resolution.

J.POL.12.2.d The goal of informal resolution is to arrive at countermeasures agreed upon by all parties.

J.POL.12.2.e If the CRO is unable to resolve the alleged breach through informal resolution, or deems informal resolution to be inappropriate, they may, as per GSA Bylaw and Policy, Section D.POL.11.1.b, discipline the Campaign Representative(s) by imposing the penalties or remedial actions noted in GSA Bylaw and Policy, Sections J.POL.12.4.c to J.POL.7.

J.POL.12.3 Complaints About Alleged Breaches

J.POL.12.3.a While complaints may be brought forward at any point during campaigning, individuals have twenty-four (24) hours after the release of provisional results to lodge a complaint with the CRO about an alleged breach of GSA Bylaw or Policy. Complaints lodged after this deadline will not be considered.

J.POL.12.3.b To be considered by the CRO, a complaint must include the following:

J.POL.12.3.b.i The name of the person filing the complaint and their University email address,

J.POL.12.3.b.ii The name of the Campaign Representative who allegedly committed a breach,

J.POL.12.3.b.iii The section of GSA Bylaw and Policy on referenda, interpretation issued by the CRO, or other applicable policies or laws that has allegedly been breached

J.POL.12.3.b.iv A description of what constitutes the alleged breach and associated evidence, and

J.POL.12.3.b.v A list of the evidence submitted.

J.POL.12.3.c Incomplete complaints will not be considered and complainants filing incomplete complaints will be notified as such.

J.POL.12.3.d The CRO can dismiss a complaint if it is unfounded, frivolous, or vexatious.

J.POL.12.3.e If a person provides information on an anonymous basis, that information and the request for anonymity will be assessed on a case-by-case basis.

J.POL.12.4 Decision

J.POL.12.4.a If informal resolution is rejected or is not successful, the CRO will email the Campaign Representative concerned with the details of the complaint, and request a written response, setting a deadline of at least eight (8) hours.

J.POL.12.4.b Based on the complaint and the written response (or solely on the complaint if no written response was provided by the set deadline), the CRO will normally reach a decision on the complaint within seventy-two (72) hours. If more time is required to reach a decision, the CRO will make a decision regarding extensions.

J.POL.12.4.c The CRO may impose the following penalties, or remedial actions:

J.POL.12.4.c.i Verbal or written reprimands,

J.POL.12.4.c.ii Reduction of spending limits,

J.POL.12.4.c.iii Disqualification of the campaign from the current referendum, and

J.POL.12.4.c.iv Any other penalty or remedial action.

J.POL.12.4.d All decisions on complaints and decisions reached by the CRO will include:

J.POL.12.4.d.i A summary of the alleged or discerned breach,

J.POL.12.4.d.ii A list of parties to the complaint or breach (unless anonymity was granted, see Section J.POL.12.3.e, above),

J.POL.12.4.d.iii A summary of the reasons for the decision and the process by which it was reached,

J.POL.12.4.d.iv A listing of all applicable GSA Bylaw and Policy and interpretations issued by the CRO, or other applicable policies or laws,

J.POL.12.4.d.v The decided upon penalties, and/or remedial actions, and

J.POL.12.4.d.vi The time limit for any appeal to be made.

J.POL.12.5 Upon reaching a decision the CRO will email the decision to all parties, with a copy to the GSA Elections and Referenda Committee (GSA ERC). The decision will then be posted on the GSA website.

J.POL.12.6 Unless otherwise stated in GSA Bylaw and Policy on referenda, decisions of the CRO are subject to appeal to the GSA ACB.

J.POL.12.6.a The CRO will advise the parties that they have twenty-four (24) hours from the time the CRO's email is deemed delivered for an emailed appeal to be received by the Chair of the GSA ACB.

J.POL.12.7 Throughout this process, the CRO will consult with the Deputy Returning Officer, available member(s) of the GSA ERC, and the Executive Director (or delegate).

J.POL.13 Voting

J.POL.13.1 "All referenda voting will be done electronically, except in the event of a failure of the electronic system in use" (GSA Bylaw and Policy, Section J.BYL.5.1).

J.POL.13.2 In the event of a tie vote, GSA Council will decide whether to re-run a referendum.

J.POL.14 Results

J.POL.14.1 Upon completion of the ballot count, the Chief Returning Officer (CRO) will announce provisional results. Results will be made official only after the deadline to lodge a complaint with the CRO about an alleged breach of GSA Bylaw or Policy has expired and none have been received or when the GSA's process of dealing with alleged breaches of GSA Bylaw or Policy on referenda and any appeals within that process are exhausted.

J.POL.14.2 In the case where the electronic voting system fails and paper ballots were used, the paper ballots will be destroyed one (1) month following the release of the official results.

J.POL.15 Reporting

J.POL.15.1 The Chief Returning Officer (CRO) will draft a procedural report following each referendum. This report will outline major decisions, a summary of discussions and consultations with the GSA Elections and Referenda Committee (GSA ERC), processes, issues, and recommendations for any future referendum. This report will be provided to the next CRO and Deputy Returning Officer, the GSA ERC, the GSA Board, and GSA Council.

Section K: Finances

Purpose and Scope: This bylaw and associated policies govern the GSA's finances, outline the principles and procedures governing the GSA budget, and govern the composition and mandate of the GSA Budget and Finance Committee	
Definitions	"Budget" is defined as a financial report containing estimates of income and expenses "Fiscal Year" is defined as the period 1 April to 31 March of the following year "Variance" is defined as the difference between the budgeted amount and the actual expense incurred
Other Specifically Related Sections of GSA Governing Documents	*Post-Secondary Learning Act* GSA Bylaw and Policy, Section B: Members GSA Bylaw and Policy, Section D: GSA Officers GSA Bylaw and Policy, Section L: Legal Defence Fund GSA Bylaw and Policy, Section M: GSA Health and Dental Plan GSA Board Policy, Section 6, External Grants

GSA Bylaw: Finances[24]

K.BYL.1 Budget

K.BYL.1.1 The Executive Director (or delegate), Accountant, Financial Manager, and the President, in consultation with the GSA Board (GSAB) and GSA Budget and Finance Committee (GSA BFC), will draft an annual budget as part of a three (3) year rolling budget and business plan, to be reviewed by the GSA BFC no later than the GSA BFC's last meeting in the February prior to the April in which the annual budget will take effect. The GSA BFC will advise and recommend to GSA Council via the GSAB on the annual budget. The GSAB will forward the GSA BFC's recommendation with its own recommendation to GSA Council.

K.BYL.1.2 GSA Council will receive a recommendation on the annual operating and capital budgets, together with a recommended three (3) year budget and business plan, no later than its March regular meeting.

[24] Approved by GSA Council on 24 February 2011. Amended by GSA Council on 18 July 2016.

GSA Policy: Budget Principles and Procedures[25]

K.POL.2 Principles

K.POL.2.1 In planning and managing its budget, the GSA will be guided by the following principles:

K.POL.2.1.a Be open and transparent, encouraging comprehensive input and consultation from both the GSA Board (GSAB) and the GSA Budget and Finance Committee (GSA BFC),

K.POL.2.1.b Take into account the GSA's vision, mission, and mandate, which are based largely on the GSA's duties as set out in the *Post-Secondary Learning Act*, and be guided by the GSA Board Strategic Work Plan,

K.POL.2.1.c Ensure the long-term viability and robust health of a fees-driven organization that delivers a range of services,

K.POL.2.1.d Establish a Financial Stabilization Fund to cover a period of operating costs as recommended by the GSA Auditor and regularly reviewed by GSA BFC, the GSAB, and GSA Council, as well as other funds related to the operation of the GSA, including a GSA Legal Defence Fund and GSA Health and Dental Plan Reserve Fund, among others. Any investment income earned by these funds will be returned to these funds.

K.POL.2.1.e Facilitate long-term planning by developing a three (3) year rolling budget and business plan for revenue and expenditure,

K.POL.2.1.f Enable provision of the key financials, budget projections, information notes, and any other documentation required by GSA Council, the GSAB, the GSA BFC, or the GSA's Auditor,

K.POL.2.1.g Require reporting of re-allocation of resources,

K.POL.2.1.h Support resource accountability,

K.POL.2.1.i Delegate budget decisions to the level at which operational decisions are made, and

K.POL.2.1.j Propose to GSA Council a budget that represents all aspects of the GSA's operations.

K.POL.3 Procedures

K.POL.3.1 The annual operating and capital budgets (both restricted and unrestricted) will be organized into broad budget divisions which are presented to the GSA Budget and Finance Committee (GSA BFC), the GSA Board (GSAB), and GSA Council in the fall, winter, and spring/summer terms reports and in the annual three (3) year rolling budget and business plan.

K.POL.3.2 Budget Divisions and Budget Lines Within Divisions

K.POL.3.2.a Except for the Operating/Contingency Fund, each division will have a number of distinct budget lines accompanied by a summary description of each budget line and its use.

K.POL.3.2.b Budget lines that embrace contractual funds cannot be changed unilaterally.

K.POL.3.3 Unspent Funds and Reallocation and Variance Within a Division After the Budget is Approved

K.POL.3.3.a Unspent funds at year-end are rolled over, or placed in reserve funds (as advised upon by the GSA BFC, in consultation with the Auditor) except that unspent funds for legal consultation are placed in the GSA Legal Defence Fund.

[25] Approved by GSA Council on 22 August 2011. Amended by GSA Council on 11 February 2013, 18 July 2016, 20 November 2017, 16 July 2018, 25 February 2019, and 18 November 2019. Editorial revisions made by the GSA Governance Committee on 4 February 2014 (Chair and Vice-Chair under delegated authority from the GSA Governance Committee), 23 October 2014 (Chair and Vice-Chair under delegated authority from the GSA Governance Committee), 16 January 2015, and 8 December 2017 (Chair and Vice-Chair under delegated authority from the GSA Governance Committee).

K.POL.3.3.b Reallocations and variances are calculated for both revenue and expenses. Reallocations and variances against the original budget are reported regularly (at least three (3) times per year) to the GSA BFC, the GSAB, and GSA Council.

K.POL.3.4 Budget and Expenditure Reporting

K.POL.3.4.a The Accountant and Financial Manager will regularly (in the fall, winter, and spring/summer terms) prepare a Budget and Expenditure Report which will first be submitted to the Executive Director (ED) (or delegate), then the GSA President and then to the GSA BFC, the GSAB, and to GSA Council for information. These reports will be organized by budget divisions and lines, and present the following information: current budget; actual year-to-date expenditure, forecast to the year end, total forecast, balance remaining, percent remaining, informative comments on any variance or approved reallocations, and comments on significant comparisons from previous years. All such reports will be compliant with Alberta's *Personal Information Protection Act* and other applicable legislation.

K.POL.3.5 Audit

K.POL.3.5.a Following the GSA fiscal year end, the Accountant and the Financial Manager, in consultation with the ED (or delegate), will arrange for an audit of the GSA's financial records by an accredited auditor as required by the *Post-Secondary Learning Act*. Audited financial statements are normally due ninety (90) days after the GSA's fiscal year-end. Audited financial statements will be submitted by the Auditor to the President and ED (or delegate); then to the GSA BFC for information; then to the GSAB for approval; then to GSA Council for information and onward transmission to the University of Alberta Board of Governors. The Accountant and the Financial Manager will prepare draft financial statements and the year-end working papers.

K.POL.3.6 Funding

K.POL.3.6.a Unsolicited, significant offers of funding, whether from the University or an external organization, and the associated conditions attached to such offers, will be advised upon by the GSA BFC, who will make a recommendation to the GSAB.

K.POL.3.6.b If a significant GSA funding need is identified, the GSA BFC will advise and make a recommendation to the GSAB prior to any funding proposal being submitted.

K.POL.3.6.c Use of any provided funding will align with the GSA Board Strategic Work Plan.

K.POL.3.7 Signing Authority

K.POL.3.7.a Financial documents requiring signature, including but not limited to cheques and investment instructions, require two (2) signatures: either any two (2) Directly-Elected Officers (DEOs), or any one (1) DEO and one (1) Director.

K.POL.3.7.b The President, at least two (2) Vice-Presidents, and at least two (2) Directors, renewed annually, will each as individuals have authority as signing officers for the GSA.

K.POL.3.7.c Wherever possible, it is preferable for the signatories to be the President and the ED (or delegate).

K.POL.3.8 Business Travel

K.POL.3.8.a The GSAB approves all estimated expenses related to business travel for external relations and advocacy purposes. Such travel will be reported to GSA Council.

K.POL.3.8.b With respect to allowable business travel expenses, University regulations as specified in University of Alberta Policies and Procedures Online, will be observed. The purchase of alcohol is not an allowable business travel expense.

K.POL.3.8.c All allowable estimated expenses associated with business travel must be pre-approved by the President, in consultation with the ED (or delegate) and the Financial Manager, to ensure that they fit within the GSA Council approved budget

and align with the GSA Board Strategic Work Plan before being considered for approval.

K.POL.3.8.d Approved, allowable business travel expense claims must be submitted to the Financial Manager and include receipts and details about the expense incurred.

K.POL.3.8.e Summaries of all actual business travel expenses will be received for information by the GSAB, reported to GSA Council, and posted on the GSA website.

K.POL.3.9 External and University Relations and Advocacy

K.POL.3.9.a Non-travel related estimated expenses associated with external and University relations and advocacy (such as hosting expenses, etc) must be discussed with the President, the ED (or delegate), and the Financial Manager to ensure that they fit within the GSA Council approved budget and align with the GSA Board Strategic Work Plan. The purchase of alcohol is not an allowable expense.

K.POL.3.9.b Non-travel related expense claims associated with external and University relations and advocacy by DEOs or staff must be submitted to the Financial Manager and include receipts and details about the expense incurred. Expenses will be reported to the GSA BFC, the GSAB, and GSA Council in the regularly prepared Budget and Expenditure Reports.

GSA Policy: GSA Standing Committees, GSA Budget and Finance Committee[26]

K.POL.4 Composition

K.POL.4.1 The President, as Chair.

K.POL.4.2 The Vice-President Student Services, as Vice-Chair.

K.POL.4.3 One (1) Councillor elected by GSA Council as a voting member.

K.POL.4.4 Two (2) GSA members elected by GSA Council as voting members.

K.POL.4.5 The Associate Vice-President Labour, as a non-voting member.

K.POL.4.6 The Executive Director (or delegate), Financial Manager, and Accountant as non-voting members.

K.POL.5 Mandate

K.POL.5.1 The overall mandate of the GSA Budget and Finance Committee (GSA BFC) is to advise on the financial affairs of the GSA (including the long-term planning and priorities of the GSA in light of its strategic goals) and on the provision of the long-term financial health of the organization.

K.POL.5.2 The GSA BFC will review and advise on the annual three (3) year rolling budget and business plan.

K.POL.5.3 The GSA BFC will make recommendations to GSA Council on the annual operating and capital budgets.

K.POL.5.4 The GSA BFC will receive information and advice from the GSA Auditor with respect to any information and recommendations the Auditor wishes to present.

K.POL.5.5 The GSA BFC will advise the President and Executive Director (ED) (or delegate) with respect to any surpluses at the fiscal year end, in accordance with other relevant sections of GSA Bylaw and Policy.

K.POL.5.6 The GSA BFC will review the investment portfolio and advise the President and ED (or delegate) on long-term investment strategies.

K.POL.5.7 The GSA BFC will receive for information and forward to the GSA Board (GSAB) reports on expenses and revenues in the fall, winter, and spring/summer terms; these reports will present comparative information from previous years in a way that shows, in transparent fashion, the percent of the annual budget spent to date, by budget division.

K.POL.5.8 The GSA BFC will review proposals from the GSAB concerning draw downs of the GSA Health and Dental Plan Reserve Fund (GSA HDPRF).

K.POL.5.8.a As stated in GSA Bylaw and Policy, Section M.POL.11.2.c, “to draw down the GSA HDPRF, the GSAB must provide a proposal to the GSA BFC regarding the proposed use of the GSA HDPRF.”

K.POL.5.8.b As stated in GSA Bylaw and Policy, Section M.POL.11.2.c.i, “if the GSA BFC finds that the proposal is financially sound, it will present the proposal and the financial implications to GSA Council for approval.”

K.POL.5.8.c As stated in GSA Bylaw and Policy, Section M.POL.11.2.c.ii, “if the GSA BFC finds that the proposal is financially unsound, it will report its findings to the GSAB for reconsideration.”

K.POL.5.9 The GSA BFC will review GSA Bylaw and Policy on finances annually and make any recommendations to GSA Council.

[26] Amended by GSA Council on 26 September 2011, 18 July 2016, 20 November 2017, and 25 February 2019. Editorial revisions made by the GSA Governance Committee on 23 October 2014 (Chair and Vice-Chair under delegated authority from the GSA Governance Committee) and 3 April 2017.

K.POL.5.9.a Members of the GSA BFC are expected, by GSA Council, to rise above any local/departmental views or issues and take into account the needs of the GSA as a whole.

K.POL.6 Meetings

K.POL.6.1 Quorum is three (3) voting members including either the Chair or Vice-Chair.

Section L: GSA Legal Defence Fund

Purpose and Scope: This bylaw and associated policy govern the GSA's Legal Defence Fund, including the administration of and access to the GSA Legal Defence Fund	
Definitions	None
Other Specifically Related Sections of GSA Governing Documents	GSA Bylaw and Policy, Section K: Finances

GSA Bylaw: GSA Legal Defence Fund[27]

L.BYL.1 General

L.BYL.1.1 The administration of the GSA Legal Defence Fund will be governed by GSA Policy.

L.BYL.2 Purpose of the Legal Defence Fund

L.BYL.2.1 The purpose of the GSA Legal Defence Fund (GSA LDF) is to provide the GSA with the necessary resources to pay legal costs under the circumstances defined in GSA Policy.

L.BYL.2.2 The GSA LDF may not be used to pay legal costs involved in settling disputes between GSA members.

L.BYL.2.3 The GSA LDF may not be used to pay legal costs for opposing parties, except costs as awarded by the courts, for legal actions involving the GSA.

L.BYL.2.4 The GSA LDF may not be used to pay any judgements rendered against the GSA.

[27] Approved by GSA Council on 16 July 2001. Amended by GSA Council on 20 November 2017.

GSA Policy: GSA Legal Defence Fund[28]

L.POL.3 Administration of the GSA Legal Defence Fund

L.POL.3.1 To ensure prudent financial management the GSA Board, GSA Budget and Finance Committee, and GSA Council will regularly review the GSA Legal Defence Fund (GSA LDF) in conjunction with review of the GSA's audited financial statements.

L.POL.3.2 The GSA LDF is restricted funding and will be kept separate from the GSA operating budget.

L.POL.3.3 Any investment income earned by the GSA LDF will be returned to the GSA LDF.

L.POL.4 Access to the GSA Legal Defence Fund

L.POL.4.1 The GSA Legal Defence Fund (GSA LDF) may be accessed under the following circumstances:

L.POL.4.1.a The GSA LDF may be accessed to defend the GSA in actions brought forward by other parties. Upon ascertaining that the GSA's insurance will not cover the action, and consultation with legal counsel, the GSA Board (GSAB) may make a recommendation to the GSA Budget and Finance Committee (GSA BFC) to access the GSA LDF.

L.POL.4.1.b The GSA LDF may be accessed for action against other parties by the GSA. In cases where the GSAB feels that it has a legal basis and an obligation to uphold the rights of the GSA, the GSAB may investigate the possibility of legal action. Upon consultation with legal counsel, if the legal opinion is that there are grounds for action, the GSAB may make a recommendation to the GSA BFC requesting access to the GSA LDF.

L.POL.4.1.c The GSA LDF may be accessed in cases where the GSAB feels that a case before the courts has the potential to set precedent that could impact graduate students and/or the GSA and wishes to assert intervener status. Upon consultation with legal counsel, the GSAB may make a recommendation to the GSA BFC requesting access to the GSA LDF.

L.POL.4.2 In making a recommendation to access the GSA LDF, the GSAB must provide to the GSA BFC information regarding the proposed use of the GSA LDF, including the estimated amounts to be drawn down from the GSA LDF.

L.POL.4.3 The GSA BFC will review the recommendation in a timely manner and make its decision based on GSA Policy on the GSA LDF. If the GSA BFC determines accessing the GSA LDF is warranted, it will then make a recommendation to GSA Council regarding the use of the GSA LDF.

L.POL.4.4 GSA Council must approve the use of funds from the GSA LDF.

L.POL.4.5 In all cases, the GSA will work with its legal counsel to handle cases in the most expeditious and least costly way, and the usage of GSA LDF funds will be reported to the GSAB, the GSA BFC, and GSA Council.

[28] Approved by GSA Council on 16 July 2001. Amended by GSA Council on 20 November 2017.

Section M: GSA Health and Dental Plan

Purpose and Scope: These bylaws and associated policy govern the administration of the GSA Health and Dental Plan and the GSA Health and Dental Plan Reserve Fund	
Definitions	"Fiscal Year" is defined as the period 1 April to 31 March of the following year "Plan" is defined as the GSA Health and Dental Plan "Plan Fee(s)" is defined as the amount of money paid by enrolled GSA members for the Plan
Other Specifically Related Sections of GSA Governing Documents	GSA Bylaw and Policy, Section B: Members GSA Bylaw and Policy, Section K: Finances

GSA Bylaw: GSA Health and Dental Plan[29]

M.BYL.1 General

M.BYL.1.1 The GSA will have a "GSA Health and Dental Plan," as determined by the GSA membership in a referendum of 2003 to be its group Health and Dental Plan.

M.BYL.1.2 The GSA will have a legal agreement between the GSA and the current provider of the GSA Health and Dental Plan regarding implementation of the Plan.

M.BYL.1.3 The administration of the GSA Health and Dental Plan will be governed by GSA Policy.

[29] Amended by GSA Council on 11 July 2005 and 17 November 2014.

GSA Bylaw: GSA Health and Dental Plan Reserve Fund[30]

M.BYL.2 General

M.BYL.2.1 The administration of the GSA Health and Dental Plan Reserve Fund will be governed by GSA Policy.

M.BYL.3 Purpose of the GSA Health and Dental Plan Reserve Fund

M.BYL.3.1 The GSA Health and Dental Plan Reserve Fund (GSA HDPRF) may be used to:

M.BYL.3.1.a Lessen Plan fee increases from one (1) year to another, acting as a buffer,

M.BYL.3.1.b Expand services or coverage with no or reduced Plan fee increases, or

M.BYL.3.1.c Provide other services, or financial adjustments to the Plan and its associated costs.

M.BYL.3.2 The GSA HDPRF may only be used for Plan purposes.

[30] Amended by GSA Council on 25 July 2011 and 17 November 2014.

GSA Policy: GSA Health and Dental Plan and GSA Health and Dental Plan Reserve Fund[31]

M.POL.4 Plan Availability

M.POL.4.1 The Plan is available to members included in GSA Bylaw and Policy, Sections B.BYL.1.a and B.BYL.1.1.b who are GSA members in each policy year that the Plan is in effect and to their spouses and dependents.

M.POL.5 Implementation Dates

M.POL.5.1 The GSA will implement the Plan effective 1 September of each year.

M.POL.6 Fees

M.POL.6.1 The amount of the Plan fee includes both Plan premiums and administrative overhead. The Plan fee may include an amount for the replenishment of the GSA Health and Dental Plan Reserve Fund (see below).

M.POL.6.2 Plan fees will be collected through the University's regular student fee payment mechanism in each policy year that the Plan is in effect.

M.POL.6.3 Plan fees will be non-refundable except where a GSA member qualifies to opt-out of the Plan (see below).

M.POL.7 Opt-Out Provisions

M.POL.7.1 GSA members enrolled in the Plan may opt-out of the Plan where they have comparable or better insurance coverage from some other source, demonstrated through provision of documentation as required by the administrator of the Plan, to the administrator of the Plan during the opt-out periods.

M.POL.8 Opt-In Provisions

M.POL.8.1 GSA members covered by the Plan may add spouses/partners and/or dependent children to the Plan by paying additional Plan fees during the opt-in periods.

M.POL.8.2 The additional Plan fee charged to add a partner/spouse or one dependent child to the Plan will be no more than the Plan fee for an individual GSA member. The additional Plan fee charged to add any number of additional financial dependents will be no more than the Plan fee for an individual GSA member.

M.POL.9 Oversight by GSA Board

M.POL.9.1 The GSA Board is mandated to oversee the implementation, administration, and performance of the GSA Health and Dental Plan, reporting regularly to GSA Council regarding the Plan, and to make recommendations to GSA Council concerning the coverage and fees associated with the Plan.

M.POL.10 Increases in Fees and Modification of Plan Coverage

M.POL.10.1 GSA Council, on the recommendation of the GSA Board (GSAB), approves the annual Plan fee. Any increase in the Plan fee exceeding 15% of the previous year's Plan fee must also be put to a referendum.

M.POL.10.2 GSA Council, on the recommendation of the GSAB, approves modification of Plan coverage.

M.POL.11 GSA Health and Dental Plan Reserve Fund

M.POL.11.1 Administration of the GSA Health and Dental Plan Reserve Fund (GSA HDPRF)

[31] Amended by the Annual General Meeting on 28 March 2011. Amended by GSA Council on 11 July 2005, 16 October 2006, 25 July 2011, 17 November 2014, and 16 September 2019. Moved to GSA Policy from GSA Bylaw by GSA Council on 17 November 2014. Editorial revisions made by the GSA Governance Committee on 27 March 2015 (Chair and Vice-Chair under delegated authority from the GSA Governance Committee) and 18 April 2019.

M.POL.11.1.a To ensure prudent financial management the GSA Board (GSAB) and GSA Budget and Finance Committee (GSA BFC) will regularly review the GSA HDPRF in conjunction with review of the GSA's audited financial statements.

M.POL.11.1.b All surpluses from Plan fees must be transferred into the GSA HDPRF at the end of the fiscal year.

M.POL.11.1.c The GSA HDPRF is restricted funding and will be kept separate from the GSA operating budget.

M.POL.11.1.d Any interest earned by the GSA HDPRF will be returned to the GSA HDPRF.

M.POL.11.1.e Notwithstanding Section M.POL.11.1.b, above, the GSA HDPRF may be replenished through the collection of fees in excess of the cost of the Plan upon the recommendation of GSA Council and on the recommendation of the GSAB.

M.POL.11.2 Access to the GSA HDPRF

M.POL.11.2.a A draw down of the GSA HDPRF may be proposed for the purposes noted in GSA Bylaw and Policy, Section M.BYL.3.1.

M.POL.11.2.b The GSA HDPRF may not be overdrawn.

M.POL.11.2.c To draw down the GSA HDPRF, the GSAB must provide a proposal to the GSA BFC regarding the proposed use of the GSA HDPRF.

M.POL.11.2.c.i If the GSA BFC finds that the proposal is financially sound, it will present the proposal and the financial implications to GSA Council for approval.

M.POL.11.2.c.ii If the GSA BFC finds that the proposal is financially unsound, it will report its findings to the GSAB for reconsideration.

M.POL.11.2.d GSA Council must approve any proposals prior to use of GSA HDPRF funds.

Section N: GSA Graduate Student Groups

Purpose and Scope: This bylaw and associated policy govern procedures related to the registration requirements and privileges of student groups that register as GSA Graduate Student Groups through Student Group Services	
Definitions	None
Other Specifically Related Sections of GSA Governing Documents	GSA Bylaw and Policy, Section D: GSA Officers GSA Bylaw and Policy, Section O: GSA Recognition Awards GSA Bylaw and Policy, Section P: GSA Grants and Bursaries

GSA Bylaw: GSA Graduate Student Groups[32]

N.BYL.1 General

N.BYL.1.1 A GSA Graduate Student Group will be defined as such when registered with the GSA, with registration authority to the Office of the Dean of Students.

N.BYL.1.2 The GSA, the University of Alberta Office of the Dean of Students, and Student Group Services are jointly responsible for the administration and oversight of such groups as per GSA Bylaw.

N.BYL.1.3 GSA Graduate Student Groups will be governed by GSA Policy.

[32] Approved by GSA Council on 17 January 2011. Editorial changes made by the GSA Governance Committee 4 February 2014 (Chair and Vice-Chair under delegated authority from the GSA Governance Committee). Amended by GSA Council on 19 November 2018.

GSA Policy: GSA Graduate Student Groups[33]

N.POL.2 Eligibility

N.POL.2.1 In order to register with the GSA, a graduate student group must:

N.POL.2.1.a Be registered annually as a student group with the University of Alberta, through Student Group Services, and comply with all relevant policies and procedures in University of Alberta Policies and Procedures Online, and GSA Bylaw and Policy,

N.POL.2.1.b Be non-commercial and exist for the purpose of organizing academically-related or professional development activities, as opposed to social functions or recreational activities,

N.POL.2.1.c Have an executive committee comprised of at least 3/4 graduate students, and,

N.POL.2.1.d Have a total membership of at least 2/3 graduate students.

N.POL.2.2 The GSA reserves the right to suspend a GSA Graduate Student Group's registration, and all rights and privileges associated with such registration, and reserves the right to audit any GSA Graduate Student Group.

N.POL.3 Privileges

N.POL.3.1 Only groups registered with the GSA may use the GSA's name or derivatives of that name.

N.POL.3.2 Only groups that are registered with the GSA are eligible to apply for the GSA Graduate Student Group Grant and the GSA Graduate Student Group Award. For more information about the eligibility criteria, see Section O: GSA Recognition Awards and Section P: GSA Grants and Bursaries.

[33] Moved to GSA Policy from GSA Bylaw by GSA Council on 19 November 2018. Amended by GSA Council on 19 November 2018.

Section O: GSA Recognition Awards

Purpose and Scope: These policies outline GSA Recognition Awards and govern associated adjudication criteria and processes, and governs the composition and mandate of the GSA Awards Selection Committee	
Definitions	None
Other Specifically Related Sections of GSA Governing Documents	GSA Bylaw and Policy, Section B: Members GSA Board Policy, Section 2, GSA Recognition Awards: Nomination and Adjudication Processes

GSA Policy: GSA Recognition Awards and Adjudication Criteria[34]

O.POL.1 General

O.POL.1.1 There is no maximum number of GSA Recognition Awards an individual can apply for each year, but they must meet the application eligibility requirements for the award, and each award applied for must have a complete application package. GSA members can receive no more than one (1) GSA Recognition Award each year.

O.POL.1.2 An individual can be nominated or self-nominated for the same GSA Recognition Award only once each year. The first nomination received will be the one adjudicated.

O.POL.1.3 Current Directly-Elected Officers and members of the GSA Awards Selection Committee are not eligible to be nominated or self-nominated for GSA Recognition Awards.

O.POL.1.4 An individual can receive no more than one (1) GSA Recognition Award each year.

O.POL.1.5 A GSA Graduate Student Group or individual can receive the same GSA Recognition Award no more than two (2) times.

O.POL.1.6 Any individual (excluding associate members) who was a GSA member at any time in which the GSA Recognition Awards nomination period was open is eligible for the self-nominated GSA Recognition Awards.

O.POL.1.7 Late and/or incomplete nominations and extraneous documents will not be accepted.

O.POL.1.8 All award applications will be adjudicated in accordance with the process set out in GSA Board Policy, Section 2: GSA Recognition Awards: Nomination and Adjudication Processes.

O.POL.1.9 In addition to the GSA Recognition Awards listed below, the GSA also provides funding annually for the Indigenous Graduate Student Award, applications for which are adjudicated by First Peoples' House.

O.POL.2 GSA Recognition Awards

O.POL.2.1 Academic Staff Award

O.POL.2.1.a The purpose of this award is to recognize a member of the Association of Academic Staff, University of Alberta (AASUA) whose work with and for graduate students has been of exceptionally high quality. Any member of AASUA is eligible for this award. The nominee must have been a member of AASUA when their contribution was made. Self-nominations are not accepted. Group nominations are not accepted.

O.POL.2.1.b The Academic Staff Award will be adjudicated on the basis of three (3) criteria: excellence in support of graduate student teaching and/or research; contribution to graduate student professional development; and overall commitment to the

[34] Amended by GSA Council on 21 October 2013, 17 November 2014, 23 November 2015, 20 November 2017, 18 June 2018, 15 April 2019, 16 September 2019, 19 October 2020, and 15 November 2021. Editorial revisions made by the GSA Governance Committee on 9 August 2013, 16 January 2015, 22 August 2016, 7 February 2019, 18 April 2019, and 10 September 2020.

success of graduate students in their programs. Each criterion will be ranked on a scale of 1-5 (5 being high) and then added to determine the total rank for the nominee.

O.POL.2.1.c One (1) or more Certificate(s) of Distinction may be conferred annually.

O.POL.2.2 Non-Academic Staff Award

O.POL.2.2.a The purpose of this award is to recognize a member of the Non-Academic Staff Association (NASA) of the University of Alberta for their exceptional performance and/or service to graduate students. Any member of NASA is eligible for this award. The nominee must have been a member of NASA when their contribution was made. Self-nominations are not accepted. Group nominations are not accepted.

O.POL.2.2.b The Non-Academic Staff Award will be adjudicated on the basis of two (2) criteria: excellence in support of graduate student teaching and/or research leadership in collaboration with graduate students; and overall commitment to the success of graduate students in their programs. Each criterion will be ranked on a scale of 1-5 (5 being high) and then added to determine the total rank for the nominee.

O.POL.2.2.c One (1) or more Certificate(s) of Distinction may be conferred annually.

O.POL.2.3 Graduate Student Supervisor Awards

O.POL.2.3.a The purpose of these awards is to recognize those faculty members who excel in the supervision of graduate students. The nominee must be the current supervisor of a current graduate student(s). Holding a Tri-Council grant is not a requirement for this award. Self-nominations are not accepted. Group nominations are not accepted.

O.POL.2.3.b The Graduate Student Supervisor Awards will be adjudicated on the basis of four (4) criteria: excellence in mentoring and supervision; leadership amongst their peers in engaging graduate students; contribution to graduate student professional development; and overall commitment to the success of graduate students in their programs. Each criterion will be ranked on a scale of 1-5 (5 being high) and then added to determine the total rank for the nominee.

O.POL.2.3.c One (1) or more Certificate(s) of Distinction may be conferred annually to a supervisor in each of the Tri-Council areas of the Social Sciences and Humanities, Natural Sciences and Engineering, and Health Sciences.

O.POL.2.4 Graduate Student Service Awards

O.POL.2.4.a The purpose of these awards is to recognize the endeavours of GSA members (either working individually or with a University student group) in service to other members of the University and/or wider community. Only the activities undertaken during a GSA member's current program will be considered.

O.POL.2.4.b The Graduate Student Service Awards recognize excellence of contribution to the community in a general framework of service. They will be adjudicated on the basis of three (3) criteria: duration, length, and breadth of community service and/or outreach activities; leadership in community involvement; and significance/impact of community work and/or leadership in non-academic community engagement. Each criterion will be ranked on a scale of 1-5 (5 being high) and then added to determine the total rank for the nominee.

O.POL.2.4.c Four (4) Graduate Student Service Awards valued at $1,000 each may be conferred annually. These awards are funded by the Graduate Student Support Fund.

O.POL.2.5 Graduate Student Principal Instructor Teaching Awards

O.POL.2.5.a The purpose of these awards is to recognize GSA members serving as instructors who are especially skilled and dedicated. Any Graduate Student Teaching Assistant Principal Instructor at the University of Alberta is eligible for these awards. Only

University of Alberta courses that were taught as a Principal Instructor during a GSA member's current academic program will be considered.

O.POL.2.5.b The Graduate Student Principal Instructor Teaching Award will be adjudicated on the basis of three (3) criteria: quality of teaching evaluations; effort to build a constructive rapport with students; and evidence of dedication to teaching and students. Each criterion will be ranked on a scale of 1-5 (5 being high) and then added to determine the total rank for the nominee.

O.POL.2.5.c Three (3) Graduate Student Principal Instructor Teaching Awards valued at $1,000 each may be conferred annually. These awards are funded by the Graduate Student Support Fund.

O.POL.2.6 Martha Piper Awards

O.POL.2.6.a The Martha Piper Awards were established in 1997 to commemorate the significant contribution Dr. Martha Piper made to the research community at the University of Alberta. The purpose of these awards is to recognize research communication excellence at the graduate level. Only research communication activities undertaken during a GSA member's current academic program will be considered.

O.POL.2.6.b The Martha Piper Awards will be adjudicated on the basis of four (4) criteria: quality of research or creative activity; conference participation record (exhibition, performance, or equivalent) during current program; publication record (or record of original artistic works produced (eg, plays, compositions)) during current program; and overall contribution to the University of Alberta's research or creative community. Each criterion will be ranked on a scale of 1-5 (5 being high) and then added to determine the total rank for the nominee.

O.POL.2.6.c Three (3) awards valued at $500 each may be conferred annually. These awards are funded by the Graduate Student Support Fund.

O.POL.2.7 TD Insurance Meloche Monnex (TDIMM) Award for Outstanding Graduate Student Community Service

O.POL.2.7.a The purpose of this award is to recognize outstanding graduate student service. The terms of reference and criteria for adjudication of this scholarship are determined in consultation with TDIMM.

O.POL.2.7.b The TDIMM Award for Outstanding Graduate Student Community Service is adjudicated on the basis of three (3) criteria: leadership in community service; contribution to service at the University; and contribution to service in the greater Edmonton and Alberta community. Each criterion will be ranked on a scale of 1-5 (5 being high) and then added to determine the total rank for the nominee.

O.POL.2.7.c One (1) award valued at $500 may be conferred annually. Funding for this award has been donated for a fixed term.

O.POL.2.8 Graduate Student Teaching Assistant Awards

O.POL.2.8.a The purpose of these awards is to recognize Graduate Teaching Assistants (GTAs) who are especially skilled and dedicated teaching assistants at the University of Alberta. Only GTA appointments held for University of Alberta courses during a GSA member's current academic program will be considered.

O.POL.2.8.b The Graduate Student Teaching Assistant Awards will be adjudicated on the basis of three (3) criteria: quality of teaching evaluations; effort to build a constructive rapport with students; and evidence of dedication to teaching and students. Each criterion will be ranked on a scale of 1-5 (5 being high) and then added to determine the total rank for the nominee.

O.POL.2.8.c Seven (7) awards valued at $500 each may be conferred annually. These awards are funded by the Graduate Student Support Fund.

O.POL.2.9 Graduate Student Research Assistant Awards

O.POL.2.9.a The purpose of these awards is to recognize GSA members who have demonstrated innovation, versatility, and value as Graduate Research Assistants (GRAs) at the University of Alberta. Only GRA appointments held during a GSA member's current academic program will be considered.

O.POL.2.9.b The Graduate Student Research Assistant Awards will be adjudicated on the basis of three (3) criteria: excellence of contribution to the conducted research; leadership in innovation and versatility within research; and overall contribution to the University research community. Each criterion will be ranked on a scale of 1-5 (5 being high) and then added to determine the total rank for the nominee.

O.POL.2.9.c Seven (7) awards valued at $500 each may be conferred annually. These awards are funded by the Graduate Student Support Fund.

O.POL.2.10 Graduate Student Rising Star Awards

O.POL.2.10.a The purpose of these awards is to recognize GSA members who show exceptional promise at the outset of their program. These GSA members will have the ability to serve as role models to fellow graduate students through their vision, determination, and academic contributions. Nominees must be GSA members in the first year or year and a half of their current academic program.

O.POL.2.10.b The Graduate Student Rising Star Awards will be adjudicated on the basis of four (4) criteria: excellence in teaching and scholarly or creative activities; leadership in teaching and research; overall contribution to the University community; and quality as a graduate student role model. Each criterion will be ranked on a scale of 1-5 (5 being high) and then added to determine the total rank for the nominee.

O.POL.2.10.c Three (3) awards valued at $500 each may be conferred annually. These awards are funded by the Graduate Student Support Fund.

O.POL.2.11 International Graduate Student Award

O.POL.2.11.a The purpose of this award is to recognize GSA members who have come from another country to the University of Alberta, and who exemplify excellence in contribution to the University of Alberta and the community in teaching, research, and service. Nominees must be GSA members and current international graduate students at the University of Alberta.

O.POL.2.11.b The International Graduate Student Award will be adjudicated on the basis of three (3) criteria: excellence in teaching; contribution to research; and leadership in University and community involvement. Each criterion will be ranked on a scale of 1-5 (5 being high) and then added to determine the total rank for the nominee.

O.POL.2.11.c One (1) award valued at $500 may be conferred annually. This award is funded by the Graduate Student Support Fund.

O.POL.2.12 GSA Graduate Student Group Award

O.POL.2.12.a The purpose of this award is to recognize the important role of GSA Graduate Student Groups in graduate student life. Any registered GSA Graduate Student Group is eligible for this award. Only the activities of the registered GSA Student Group for the last twelve (12) months at the University of Alberta will be considered.

O.POL.2.12.b The GSA Graduate Student Group Award will be adjudicated on the basis of two (2) criteria: advocacy on behalf of graduate student members and promotion of graduate student engagement through academic activities. Each criterion will be

ranked on a scale of 1-5 (5 being high) and then added to determine the total rank for the nominee.

O.POL.2.12.c One (1) award valued at $500 may be conferred annually. This award is funded by the Graduate Student Support Fund.

O.POL.2.13 GSA Graduate Student Spirit Awards

O.POL.2.13.a The purpose of these awards is to recognize GSA members who go above and beyond to create a positive graduate experience for their peers. Nominees must be nominated by a fellow graduate student. Self-nominations are not accepted; group nominations are not accepted.

O.POL.2.13.b The GSA Graduate Student Spirit Awards will be adjudicated on the basis of three (3) criteria: commitment to a collegial atmosphere through peer connection; leadership in creating a positive experience or environment for others; and evidence of meaningful support for their peers. Each criterion will be ranked on a scale of 1-5 (5 being high) and then added to determine the total rank for the nominee.

O.POL.2.13.c Two (2) awards valued at $750 may be conferred annually.

GSA Policy: GSA Standing Committees, GSA Awards Selection Committee[35]

O.POL.3 Composition

O.POL.3.1 The Vice-President External, as Chair.

O.POL.3.2 The Vice-President Student Services, as Vice-Chair.

O.POL.3.3 A minimum of eight (8) and up to twelve (12) GSA members elected by GSA Council as voting members. The GSA Awards Selection Committee (GSA ASC) Chair, in consultation with the GSA ASC Vice-Chair and the Chair of the GSA Nominating Committee, can decide to increase the number of GSA members on the GSA ASC.

O.POL.4 Eligibility

O.POL.4.1 No member of the GSA Awards Selection Committee is eligible to apply for GSA Recognition Awards.

O.POL.4.2 In accordance with Section H: Performance, Conduct, Responsibilities, and Attendance, and the GSA Appeals and Complaints Board, committee members who are in a conflict of interest must disclose that interest at the time of adjudication on the score sheet, and refrain from scoring that particular application. This includes applications from family, close friends, partners, and fellow graduate students from the same department.

O.POL.5 Mandate

O.POL.5.1 The GSA Awards Selection Committee (GSA ASC) is responsible for selecting the recipients of the GSA Council approved GSA Recognition Awards.

O.POL.5.2 The GSA ASC will review GSA Policy on GSA Recognition Awards annually and make any recommendations to GSA Council.

O.POL.5.3 The GSA ASC may decide not to give out an award in a particular category if a qualified candidate is not identified.

O.POL.5.4 The GSA ASC will adjudicate all applications solely on the merits of the application.

O.POL.5.5 The GSA ASC Chair will report the list of the recipients of the awards to GSA Council for information as soon as possible after the recipients are selected.

O.POL.6 Meetings

O.POL.6.1 Quorum is five (5) voting members including either the Chair or Vice-Chair.

[35] Amended by GSA Council on 21 October 2013, 16 September 2019, and 24 February 2020. Editorial revisions made by the GSA Governance Committee on 3 April 2017 and 18 April 2018.

Section P: GSA Grants and Bursaries

Purpose and Scope: This policy governs eligibility for GSA Grants and Emergency Bursaries and procedures related to applications	
Definitions	"Fiscal Year" is defined as the period 1 April to 31 March of the following year "Working Day" is defined as a day that the GSA office is open
Other Specifically Related Sections of GSA Governing Documents	GSA Bylaw and Policy, Section B: Members GSA Bylaw and Policy, Section N: GSA Graduate Student Groups

GSA Policy: GSA Grant and Bursary Application Policy and Information[36]

P.POL.1 GSA Academic Travel Grants

P.POL.1.1 Purpose

P.POL.1.1.a The GSA Academic Travel Grant (GSA ATG) is funded by the Graduate Student Support Fund, a GSA-negotiated benefit to all GSA members.

P.POL.1.1.b The GSA ATG is intended to help offset the cost of participation in academic activities such as conferences and research trips that are directly related to an applicant's current academic program, as confirmed by either the Supervisor or designate (for thesis-based students) or the Advisor or Department Chair or designate (for course-based students).

P.POL.1.1.c The GSA ATG can be used to offset the cost of participation in both local opportunities and those necessitating long distance travel.

P.POL.1.1.d The GSA ATG is not intended to be used to offset the cost of for-credit courses necessary for an applicant's degree program, including any associated travel.

P.POL.1.2 Eligibility

P.POL.1.2.a Applicants must be GSA members as per GSA Bylaw and Policy, Sections B.BYL.1.a and B.BYL.1.1.b.

P.POL.1.2.b GSA ATG applications can only be submitted no more than six (6) weeks before the academic event (as determined from the date the application is received). Applications received after the academic event has occurred will not be eligible.

P.POL.1.2.c GSA ATGs will be awarded only for allowable expenses, using the University's regulations on allowable expenses as a guideline (University of Alberta Policies and Procedures Online, Travel Expense Procedure and Travel Expense Procedure Appendix A, Schedule of Allowable Travel Expenses), except for hosting expenses, which are not eligible.

P.POL.1.2.d Applicants may submit a maximum of one (1) GSA ATG application for each specified academic activity and there is no limit to the number of GSA ATG applications a GSA

[36] Approved by GSA Council on 16 May 2011. Amended by GSA Council on 10 December 2012, 24 February 2014, 18 January 2016, 22 February 2016, 20 March 2017, 18 June 2018, 18 March 2019, and 20 April 2020. Editorial revisions made by the GSA Governance Committee on 9 January 2014, 21 January 2014 (Chair and Vice-Chair under delegated authority from the GSA Governance Committee), 26 June 2014 (Chair and Vice-Chair under delegated authority from the GSA Governance Committee), 4 November 2014 (Chair and Vice-Chair under delegated authority from the GSA Governance Committee), 27 February 2015, 22 August 2016, 12 February 2018 and 27 March 2018, and 25 October 2018.

member can submit during their degree program, notwithstanding Section P.POL.1.3, below.

P.POL.1.3 Allocation

P.POL.1.3.a GSA ATGs are offered on a first-come, first-serve basis.

P.POL.1.3.b The GSA will offer grants until allocated funding is expended in the specified period (ie 1 April – 30 June; 1 July – 30 September; 1 October – 31 December; 1 January – 31 March).

P.POL.1.3.c If all available funds have been expended in the specified period, no additional applications will be accepted during that period.

P.POL.1.3.d A Master's student will be awarded up to a maximum of $500 during their degree program.

P.POL.1.3.e A Doctoral student will be awarded up to a maximum of $1,000 during their degree program, up to a maximum of $500 in a fiscal year.

P.POL.1.3.f Applicants will be awarded their shortfall up to a maximum of $500; applications with total expenses amounting to less than $50 will not be eligible.

P.POL.1.4 Applications

P.POL.1.4.a Applications must be completed online through the GSA website.

P.POL.1.4.b Applicants are responsible for the completeness and accuracy of their applications

P.POL.1.5 Procedures

P.POL.1.5.a Funds will normally be distributed as follows:

P.POL.1.5.a.i 5% of the total annual GSA ATG budget will be held back as contingency funding and

P.POL.1.5.a.ii The remaining annual budget will be divided equally amongst the four (4) granting periods noted in Section P.POL.1.3.b, above.

P.POL.1.5.a.iii If the funds have not been completely expended near the end of the fiscal year, a decision will be made by the GSA Board on the best way to expend the funds.

P.POL.1.5.b Under delegated authority from the Vice-President Student Services (VPSS), applications will be reviewed and processed by the GSA office.

P.POL.1.5.c Applicants who are ineligible or whose application is incomplete will be contacted by email to provide an opportunity to attempt to resolve the issue.

P.POL.1.5.d Questions concerning the interpretation of GSA ATG Policy will be decided upon by the VPSS.

P.POL.1.5.e Applicants will be notified by the GSA by email once processing has been completed and a decision has been made.

P.POL.1.6 Appeals

P.POL.1.6.a Any appeals of denied applications must be received by the VPSS, with a copy to the Executive Director (or delegate) within ten (10) working days from the date on which the denial of the application was issued.

P.POL.1.6.b Appeals must state the grounds for the appeal in writing.

P.POL.1.6.c Appeals will be heard based on the material submitted by the applicant and any associated response concerning the denial of the application.

P.POL.1.6.d Appeals will be heard by a Directly-Elected Officer (DEO), excluding the VPSS, and two (2) GSA Councillors or GSA Council-Elected Officers selected by the President (or other DEO if there is a conflict of interest).

P.POL.1.6.e Appeal decisions will normally be made within twenty (20) working days of the receipt of an appeal.

P.POL.1.6.f All decisions concerning appeals are final and binding.

P.POL.2 GSA Child Care Grants

P.POL.2.1 Purpose

P.POL.2.1.a The GSA Child Care Grant (GSA CCG) is funded by the Graduate Student Support Fund, a GSA-negotiated benefit to all GSA members.

P.POL.2.1.b The GSA CCG is intended to help offset the cost of child care for GSA members.

P.POL.2.2 Eligibility

P.POL.2.2.a Applicants must be GSA members as per GSA Bylaw and Policy, Sections B.BYL.1.a and B.BYL.1.1.b.

P.POL.2.2.b Applications must relate to dependent children under eighteen (18) years of age.

P.POL.2.2.c Total gross household income cannot exceed the cut-offs listed below. Applicants paying their own tuition fees may deduct these fees from the total income:

Household Size (Adults + Children)	Low Income Measure [Cut-Off] (2016)[37]
2	$36,000
3	$44,000
4	$51,000
5	$57,000
6	$63,000

P.POL.2.2.d There is no limit to the number of GSA CCG applications a GSA member can submit during their degree program.

P.POL.2.2.e Applicants may apply for one (1) GSA CCG per child in each fiscal year and the GSA CCG will be a maximum of $1,000 per child per graduate student in each fiscal year.

P.POL.2.3 Allocation

P.POL.2.3.a GSA CCGs are offered on a first-come, first-serve basis.

P.POL.2.3.b The GSA will offer grants until allocated funding is expended in the specified period (ie 1 April – 30 June; 1 July – 30 September; 1 October – 31 December; 1 January – 31 March).

P.POL.2.3.c If all available funds have been expended in the specified period, no additional applications will be accepted during that period.

P.POL.2.4 Applications

P.POL.2.4.a Applications must be completed online through the GSA website.

P.POL.2.4.b Applicants are responsible for the completeness and accuracy of their application.

P.POL.2.5 Procedures

P.POL.2.5.a Funds will normally be distributed as follows:

P.POL.2.5.a.i 5% of the total annual GSA CCG budget will be held back as contingency funding and

P.POL.2.5.a.ii The remaining annual budget will be divided equally amongst the four (4) granting periods noted in Section P.POL.2.3.b, above.

P.POL.2.5.a.iii If the funds have not been completely expended near the end of the fiscal year, a decision will be made by the GSA Board on the best way to expend the funds.

P.POL.2.5.b Under delegated authority from the Vice-President Student Services (VPSS), applications will be reviewed and processed by the GSA office.

[37] Data from Statistics Canada, 2016, with inflationary adjustments (figures rounded up to the nearest $1,000).

P.POL.2.5.c Applicants who are ineligible or whose application is incomplete will be contacted by email to provide an opportunity to attempt to resolve the issue.

P.POL.2.5.d Questions concerning the interpretation of GSA CCG Policy will be decided upon by the VPSS.

P.POL.2.5.e Applicants will be notified by the GSA by email once processing has been completed and a decision has been made.

P.POL.2.6 Appeals

P.POL.2.6.a Any appeals of denied applications must be received by the VPSS, with a copy to the Executive Director (or delegate) within ten (10) working days from the date on which the denial of the application was issued.

P.POL.2.6.b Appeals must state the grounds for the appeal in writing.

P.POL.2.6.c Appeals will be heard based on the material submitted by the applicant and any associated response concerning the denial of the application.

P.POL.2.6.d Appeals will be heard by a Directly-Elected Officer (DEO), excluding the VPSS, and two (2) GSA Councillors or GSA Council-Elected Officers selected by the President (or other DEO if there is a conflict of interest).

P.POL.2.6.e Appeal decisions will normally be made within twenty (20) working days of the receipt of an appeal.

P.POL.2.6.f All decisions concerning appeals are final and binding.

P.POL.3 GSA Graduate Student Group Grants

P.POL.3.1 Purpose

P.POL.3.1.a The GSA Graduate Student Group Grant (GSA GSGG) is provided by the GSA to support the academic activities of graduate student groups by offering modest start-up funds for the formation of new GSA Graduate Student Groups and providing funding to offset the costs of seminars, guest lecturers, colloquia, or other academic events.

P.POL.3.2 Eligibility

P.POL.3.2.a Groups must be registered as a GSA group through Student Group Services (SGS).

P.POL.3.2.b GSA GSGG Event Funding

P.POL.3.2.b.i GSA GSGG applications for event funding require confirmation of the Department Chair (or delegate) or the University Administrator of the non-departmental unit the group is affiliated with attesting that the event for which the funding is requested is academic in nature and that they support the event.

P.POL.3.2.b.ii GSA GSGG applications for event funding can be submitted at any point in the funding periods specified below in which the proposed event will take place, provided they are submitted before the event has occurred (as determined from the date the application is received). Applications received after the event has occurred will not be eligible.

P.POL.3.2.b.iii There is no limit to the number of GSA GSGG applications for event funding that can be submitted within the fiscal year but a maximum of one (1) application may be submitted per event.

P.POL.3.2.b.iv GSA GSGG event funding will be awarded only for allowable expenses, using the University's regulations on allowable expenses as a guideline (University of Alberta Policies and Procedures Online, Hospitality, Working Sessions/Meetings and University Employee Functions Procedure).

P.POL.3.2.c GSA GSGG Start-Up Funding

P.POL.3.2.c.i GSA GSGG applications for start-up funding requires confirmation of the Department Chair (or delegate) or the University Administrator of the non-departmental unit the group is affiliated with attesting that the new GSA

Graduate Student Groups for which start-up funding is requested is academic in nature.

P.POL.3.2.c.ii GSA Graduate Student Groups are only eligible to receive start-up funds once.

P.POL.3.3 Allocation

P.POL.3.3.a GSA GSGGs are offered on a first-come, first-serve basis.

P.POL.3.3.b The GSA will offer awards (both start-up funds and event funding) until allocated funding is expended in the specified period (ie 1 April – 30 June; 1 July – 30 September; 1 October – 31 December; 1 January – 31 March).

P.POL.3.3.c If all available funds have been expended in the specified period, no additional applications will be accepted during that period.

P.POL.3.3.d Funding for events will be allocated at 100% of shortfall up to a maximum of $1,500 per group per fiscal year.

P.POL.3.3.e Start-up funds will be allocated to a maximum of $250 per group.

P.POL.3.4 Applications

P.POL.3.4.a Applications must be completed online through the GSA website.

P.POL.3.4.b Applicants are responsible for the completeness and accuracy of their applications.

P.POL.3.5 Procedures

P.POL.3.5.a Funds will normally be distributed as follows:

P.POL.3.5.a.i 5% of the total annual GSA GSGG budget will be held back as contingency funding and

P.POL.3.5.a.ii The remaining annual budget will be divided equally amongst the four (4) granting periods noted in Section P.POL.3.3.b, above.

P.POL.3.5.a.iii If the funds have not been completely expended near the end of the fiscal year, a decision will be made by the GSA Board on the best way to expend the funds.

P.POL.3.5.b Under delegated authority from the Vice-President Student Services (VPSS), applications will be reviewed and processed by the GSA office.

P.POL.3.5.c Applicants who are ineligible or whose application is incomplete will be contacted by email to provide an opportunity to attempt to resolve the issue.

P.POL.3.5.d Questions concerning the interpretation of GSA GSGG Policy will be decided upon by the VPSS.

P.POL.3.5.e Applicants will be notified by the GSA by email once processing has been completed and a decision has been made.

P.POL.3.6 Appeals

P.POL.3.6.a Any appeals of denied applications must be received by the VPSS, with a copy to the Executive Director (or delegate) within ten (10) working days from the date on which the denial of the application was issued.

P.POL.3.6.b Appeals must state the grounds for the appeal in writing.

P.POL.3.6.c Appeals will be heard based on the material submitted by the applicant and any associated response concerning the denial of the application.

P.POL.3.6.d Appeals will be heard by a Directly-Elected Officer (DEO), excluding the VPSS, and two (2) GSA Councillors or GSA Council-Elected Officers selected by the President (or other DEO if there is a conflict of interest).

P.POL.3.6.e Appeal decisions will normally be made within twenty (20) working days of the receipt of an appeal.

P.POL.3.6.f All decisions concerning appeals are final and binding.

P.POL.4 GSA Emergency Bursaries

P.POL.4.1 Purpose

P.POL.4.1.a The GSA Emergency Bursary (GSA EB) is funded by the Graduate Student Support Fund, a GSA-negotiated benefit to all GSA members.

P.POL.4.1.b The GSA EB is a non-repayable bursary for GSA members who need assistance due to an unanticipated emergency.

P.POL.4.1.c GSA EBs are reviewed and recommended to the GSA by financial aid advisors in the Student Service Centre (SSC), Office of the Registrar.

P.POL.4.2 Eligibility

P.POL.4.2.a Applicants must be GSA members as per GSA Bylaw and Policy, Sections B.BYL.1.a and B.BYL.1.1.b.

P.POL.4.2.b Applicants must have exhausted all other available funding options before applying for a GSA EB.

P.POL.4.2.c Dental costs will not be funded if the applicant has opted out of the GSA Health and Dental Plan.

P.POL.4.2.d There is no limit to the number of GSA EB applications a GSA member can submit during their degree program. There is a maximum of one (1) GSA EB per fiscal year.

P.POL.4.3 Allocation

P.POL.4.3.a GSA EBs are offered on an as-needed basis, provided funds are available.

P.POL.4.3.b If all available funds have been expended in the specified period, no additional applications will be accepted during that period.

P.POL.4.3.c The maximum amount that will be awarded to a GSA member for a GSA EB is $4,000.

P.POL.4.3.d Under exceptional circumstances and upon the recommendation of SSC financial aid advisors, the President (or delegate) may agree to waive the maximum allocation policies or other eligibility criteria.

P.POL.4.4 Applications

P.POL.4.4.a An applicant must apply through SSC.

P.POL.4.4.b Applications can be accessed through the GSA website.

P.POL.4.4.c Applicants are responsible for the completeness and accuracy of their applications.

P.POL.4.5 Procedures

P.POL.4.5.a Funds will normally be distributed as follows:

P.POL.4.5.a.i 5% of the total annual GSA EB budget will be held back as contingency funding and

P.POL.4.5.a.ii If the funds have not been completely expended near the end of the fiscal year, a decision will be made by the GSA Board on the best way to expend the funds.

P.POL.4.5.b Under delegated authority from the Vice-President Student Services (VPSS), applications will be reviewed and processed by the GSA office.

P.POL.4.5.c Questions concerning the interpretation of GSA EB Policy will be decided upon by the VPSS.

P.POL.4.5.d SSC financial aid advisors will contact GSA EB recipients via email when a cheque is available for pick up at the GSA office.

P.POL.4.6 Appeals

P.POL.4.6.a Any appeals of denied applications must be received by the VPSS, with a copy to the Executive Director (or delegate) within ten (10) working days from the date on which the denial of the application was issued.

P.POL.4.6.b Appeals must state the grounds for the appeal in writing.

P.POL.4.6.c Appeals will be heard based on the material submitted by the applicant and any associated response concerning the denial of the application.

P.POL.4.6.d Appeals will be heard by a Directly-Elected Officer (DEO), excluding the VPSS, and two (2) GSA Councillors or GSA Council-Elected Officers selected by the President (or other DEO if there is a conflict of interest).

P.POL.4.6.e Appeal decisions will normally be made within twenty (20) working days of the receipt of an appeal.

P.POL.4.6.f All decisions concerning appeals are final and binding.

Section Q: Collective Bargaining

Purpose and Scope: This bylaw and associated policies govern the GSA's collective bargaining on behalf of academically-employed graduate students at the University, and govern the compositions and mandates of the GSA Negotiating Team and the GSA Labour Relations Committee	
Definitions	"Academically-Employed Graduate Student" is defined as any graduate student covered under the terms of the Graduate Student Assistantship Collective Agreement
Other Specifically Related Sections of GSA Governing Documents	*Post-Secondary Learning Act* *Labour Relations Code*
Other Related Documents	Graduate Student Assistantship Collective Agreement

GSA Bylaw: Collective Bargaining[38]

Q.BYL.1 General

Q.BYL.1.1 As per the *Post-Secondary Learning Act*, Section 95(2)(f.1), the GSA will act upon the wishes of academically-employed graduate students in collective bargaining.

Q.BYL.1.2 In preparation for collective bargaining, the Associate Vice-President Labour will hold consultation sessions with academically-employed graduate students to solicit feedback on priorities to consider in the development of a bargaining mandate.

Q.BYL.1.3 Academically-employed graduate students will vote electronically on a proposed bargaining mandate as drafted by the GSA Labour Relations Committee. The vote will be decided by a simple majority of those who voted.

Q.BYL.2 Ratification Vote

Q.BYL.2.1 Academically-employed graduate students will vote electronically on the provisions of any negotiated collective agreement. The vote will be decided by a simple majority of those who voted.

Q.BYL.2.2 Given that the majority of graduate students are not employed under the Collective Agreement in the Spring or Summer terms, a ratification vote will not occur between 30 April and 15 September. If a settlement is negotiated after 30 April, the ratification vote will be postponed until after 15 September. The voting period will last at least forty-eight (48) hours and no more than five (5) days.

Q.BYL.3 Strike Vote

Q.BYL.3.1 Academically-employed graduate students falling within the definition of Section 76(5)(a) of the *Labour Relations Code* will vote electronically on any strike action, subject to Labour Relations Board approval of the voting process. The vote will be decided by a simple majority of those who voted.

Q.BYL.4 Union Dues

Q.BYL.4.1 The GSA may collect union dues from academically-employed graduate students (distinct from the GSA membership fee) in an amount approved via electronic vote of academically-employed graduate students. The vote will be decided by a simple majority of those who voted.

[38] Approved by GSA Council on 18 June 2018. Amended by GSA Council on 19 July 2021.

Q.BYL.4.2 Any changes to union dues must be approved as per the process outlined above in Section Q.BYL.4.1.

Q.BYL.4.3 Union dues collected will be held in a restricted GSA Labour Union Fund and used solely to support the GSA's activities pursuant to the *Labour Relations Code* on behalf of academically-employed graduated students, including collective bargaining and representation of academically-employed graduate students. Union dues may be supplemented by operating funds as needed and if provided for in the GSA's annual operating and capital budget as approved by GSA Council. The GSA will not use any amount of the union dues for purposes other than those described in GSA Bylaw and Policy, Section Q.BYL.4.3.

Q.BYL.4.4 Utilization and associated reporting of collected union dues will be done in compliance with the provisions of the *Labour Relations Code* and other applicable legislation.

Q.BYL.5 Reporting to Academically-Employed Graduate Students

Q.BYL.5.1 Academically-employed graduate students will receive reports electronically on the progress of bargaining.

Q.BYL.6 Faculty Stewards

Q.BYL.6.1 Faculty stewards represent academically-employed graduate students in each faculty that has academically-employed graduate students.

Q.BYL.6.2 Specific responsibilities of faculty stewards are outlined in GSA Policy.

GSA Policy: Collective Bargaining[39]

Q.POL.7 Faculty Stewards

Q.POL.7.1 Appointment and Training

Q.POL.7.1.a Faculty stewards representing academically-employed graduate students in each faculty that provides such employment will be appointed by the GSA Labour Relations Committee (GSA LRC) following solicitation of expressions of interest among academically-employed graduate students in a given faculty and review by the GSA LRC.

Q.POL.7.1.b Faculty stewards must be current GSA members, and academically-employed graduate students at the time of appointment.

Q.POL.7.1.c Once appointed, there is no term limit on service as a faculty steward and faculty stewards will notify the GSA LRC if they intend to resign from their position(s).

Q.POL.7.1.d Faculty stewards will receive training from the GSA LRC.

Q.POL.7.1.e Concerns or complaints regarding the conduct of faculty stewards will be addressed to the Associate Vice-President Labour (AVPL), who will consult with the GSA LRC concerning resolution. The GSA LRC, by a majority vote, may remove a faculty steward.

Q.POL.7.2 Duties

Q.POL.7.2.a Faculty stewards represent academically-employed graduate students within faculties through:

Q.POL.7.2.a.i Advising academically-employed graduate students and answering questions from them related to compliance with and interpretation of the CA,

Q.POL.7.2.a.ii Working towards informal resolution of disputes where appropriate,

Q.POL.7.2.a.iii Bringing forward complaints, grievances, and conflicts to the AVPL,

Q.POL.7.2.a.iv Attending disciplinary meetings with academically-employed graduate students when requested by the AVPL and the academically-employed graduate student,

Q.POL.7.2.a.v Providing information and education about the GSA's role as a union,

Q.POL.7.2.a.vi Creating a union presence within faculties,

Q.POL.7.2.a.vii Mobilizing academically-employed graduate students to support the bargaining and ratification processes, and other activities, and

Q.POL.7.2.a.viii Other duties as assigned by the AVPL and GSA LRC.

Q.POL.7.3 In representing academically-employed graduate students, faculty stewards will consult with the AVPL to ensure compliance with the CA and other applicable legislation.

Q.POL.7.4 Faculty stewards, if not already serving, serve on the GSA LRC as non-voting members.

Q.POL.8 GSA Negotiating Team

Q.POL.8.1 Composition

Q.POL.8.1.a The Associate Vice-President Labour (AVPL), as chief negotiator.

Q.POL.8.1.b Upon the recommendation of the AVPL, and as a precursor to the commencement of collective bargaining, the GSA Labour Relations Committee (GSA LRC) will select members of the GSA Negotiating Team (GSA NT).

Q.POL.8.1.c The GSA NT will be supported by the Executive Director (or delegate).

[39] Approved by GSA Council on 18 June 2018. Amended by GSA Council on 19 July 2021.

Q.POL.8.2 Mandate

Q.POL.8.2.a The GSA NT will prepare the Opening Position to be submitted to the University.

Q.POL.8.2.a.i In formulating the Opening Position, the GSA NT will include the proposed bargaining mandate previously voted on by academically-employed graduate students.

Q.POL.8.2.b The GSA NT will report to the GSA Board and the GSA LRC, and electronically to academically-employed graduate students on the bargaining process.

Q.POL.8.2.c The GSA NT will negotiate and regularly review an Essential Services Agreement with the University.

GSA Policy: GSA Standing Committees, GSA Labour Relations Committee[40]

Q.POL.9 GSA Labour Relations Committee

Q.POL.9.1 Composition

Q.POL.9.1.a The Associate Vice-President Labour (AVPL), as Chair.

Q.POL.9.1.b A minimum of seven (7) and up to nine (9) voting members who are academically-employed graduate students at the time of their election. To ensure a diversity of viewpoints, no more than one (1) member will be from a given department. Members of the GSA Labour Relations Committee (GSA LRC) will be elected by a simple majority of academically-employed graduate students who voted.

Q.POL.9.1.c Faculty stewards not already serving as non-voting members.

Q.POL.9.1.d One (1) member will be elected by the GSA LRC to serve as Vice-Chair for the duration of their term on the GSA LRC or until they resign from their position.

Q.POL.9.2 Mandate

Q.POL.9.2.a Advise the AVPL with respect to educating academically-employed graduate students on the Collective Agreement (CA).

Q.POL.9.2.b Appoint and provide training to faculty stewards.

Q.POL.9.2.c Review the CA based on feedback received from academically-employed graduate students and develop a proposed bargaining mandate.

Q.POL.9.2.d As a precursor to the commencement of collective bargaining, and upon the recommendation of the AVPL, select members of the GSA Negotiating Team.

Q.POL.9.2.e Make recommendations to GSA Council with respect to GSA Bylaw and Policy on collective bargaining, following consultation with academically-employed graduate students.

Q.POL.9.2.f In the event of a prolonged absence on the part of the AVPL (eg, related to illness, leave, etc), the AVPL, where possible, will consult with the GSA LRC and the GSA LRC will designate one of its members to provide coverage for the AVPL in their absence. The GSA LRC will also determine whether an honorarium should be awarded for the provision of this coverage.

Q.POL.9.3 Meetings

Q.POL.9.3.a Quorum is five (5) voting members including either the Chair or Vice-Chair.

Q.POL.9.3.b The GSA LRC will meet at least twice a year and will report electronically on these meetings to academically-employed graduate students, and to GSA Council for information.

[40] Approved by the Extraordinary General Meeting on 11 January 2010. Amended by GSA Council on 18 June 2018 and 19 July 2021. Editorial revisions made by the GSA Governance Committee on 16 March 2020.

GSA Bylaw Revision Dates

16 July 2001

13 June 2005

11 July 2005

11 January 2010

19 July 2010

16 August 2010

15 November 2010

13 December 2010

17 January 2011

14 February 2011

14 March 2011

28 March 2011

27 June 2011

25 July 2011

26 March 2012

16 April 2012

14 May 2012

11 June 2012

21 May 2013 (Editorial Changes – GSA Governance Committee)

9 August 2013 (Editorial Changes – GSA Governance Committee)

21 October 2013

18 November 2013

20 January 2014

21 January 2014 (Editorial Changes – GSA Governance Committee, Chair and Vice-Chair under delegated authority from the GSA Governance Committee)

23 January 2014 (Editorial Changes – GSA Governance Committee, Chair and Vice-Chair under delegated authority from the GSA Governance Committee)

4 February 2014 (Editorial Changes – GSA Governance Committee, Chair and Vice-Chair under delegated authority from the GSA Governance Committee)

13 March 2014 (Editorial Changes – Governance Committee, Chair and Vice-Chair under delegated authority from the GSA Governance Committee)

17 November 2014

5 May 2015 (Editorial Changes – GSA Governance Committee)

28 May 2015 (Editorial Changes – GSA Governance Committee)

25 June 2015

12 July 2015 (Editorial Changes – GSA Governance Committee)

24 July 2015 (Editorial Changes – GSA Governance Committee, Chair and Vice-Chair under delegated authority from the GSA Governance Committee)

21 September 2015

18 July 2016

24 October 2016

31 October 2016 (Editorial Changes – GSA Governance Committee)
23 January 2017

15 May 2017

6 October 2017 (Editorial Changes – GSA Governance Committee)

20 November 2017

12 February 2018 (Editorial Changes – GSA Governance Committee)

18 June 2018

15 October 2018

19 November 2018

27 November 2018 (Editorial Changes – GSA Governance Committee)

28 January 2019

15 April 2019

9 August 2019 (Editorial Changes – GSA Governance Committee)
28 October 2019

20 April 2020

16 November 2020

19 July 2021

18 October 2021

21 November 2022 (Sections B, I, J changes effective immediately; changes to Sections C, D, E, F, G, Q come into effect 1 May 2023)

GSA Policy Revision Dates

15 January 2007

19 November 2007

8 September 2008

17 October 2008

17 November 2008

9 February 2009

20 April 2009

11 May 2009

17 August 2009

14 December 2009

17 May 2010

13 December 2010

17 January 2011

14 March 2011

16 May 2011

25 July 2011

22 August 2011

21 December 2011

26 March 2012

10 December 2012

11 February 2013

19 March 2013 (Editorial Changes – GSA Governance Committee)

8 April 2013

21 May 2013 (Editorial Changes – GSA Governance Committee)

9 August 2013 (Editorial Changes – GSA Governance Committee)

21 October 2013

9 January 2013 (Editorial Changes – GSA Governance Committee)

20 January 2014

21 January 2014 (Editorial Changes – GSA Governance Committee)

21 January 2014 (Editorial Changes – GSA Governance Committee, Chair and Vice-Chair under delegated authority from the GSA Governance Committee)

23 January 2014 (Editorial Changes – GSA Governance Committee, Chair and Vice-Chair under delegated authority from the GSA Governance Committee)

29 January 2014 (Editorial Changes – GSA Governance Committee)

4 February 2014 (Editorial Changes – GSA Governance Committee, Chair and Vice-Chair under delegated authority from the GSA Governance Committee)

24 February 2014

14 April 2014

26 June 2014 (Editorial Changes – GSA Governance Committee, Chair and Vice-Chair under delegated authority from the GSA Governance Committee)

23 October 2014 (Editorial Changes – GSA Governance Committee, Chair and Vice-Chair under delegated authority from the GSA Governance Committee)

4 November 2014 (Editorial Changes – GSA Governance Committee, Chair and Vice-Chair under delegated authority from the GSA Governance Committee)

17 November 2014

8 December 2014

17 December 2014 (Editorial Changes – GSA Governance Committee, Chair and Vice-Chair under delegated authority from the GSA Governance Committee)

15 January 2015 (Editorial Changes – GSA Governance Committee, (Chair and Vice-Chair under delegated authority from the GSA Governance Committee)

16 January 2015 (Editorial Changes – GSA Governance Committee)

21 January 2015 (notes from GSA Management (not part of GSA Policy) added with approval from the Chair and Vice-Chair of the GSA Governance Committee for information and clarification)

24 February 2015 (Editorial Changes – GSA Governance Committee, Chair and Vice-Chair under delegated authority from the GSA Governance Committee)

27 February 2015 (Editorial Changes – GSA Governance Committee)

27 March 2015 (Editorial Changes – GSA Governance Committee, Chair and Vice-Chair under delegated authority from the GSA Governance Committee)

30 March 2015 (Editorial Changes – GSA Governance Committee, Chair and Vice-Chair under delegated authority from the GSA Governance Committee)

25 May 2015

28 May 2015 (Editorial Changes – GSA Governance Committee)

20 July 2015

24 July 2015 (Editorial Changes – GSA Governance Committee, Chair and Vice-Chair under delegated authority from the GSA Governance Committee)

10 August 2015 (Editorial Changes – GSA Governance Committee, Chair and Vice-Chair under delegated authority from the GSA Governance Committee)

21 September 2015

23 November 2015

18 January 2016

22 February 2016

18 July 2016

22 August 2016 (Editorial Changes – GSA Governance Committee)

31 October 2016 (Editorial Changes – GSA Governance Committee)

21 November 2016

23 January 2017

23 February 2017 (Editorial Changes – GSA Governance Committee)

20 March 2017

5 April 2017 (Editorial Changes – GSA Governance Committee)

15 May 2017

12 June 2017 (Editorial Changes – GSA Governance Committee)

15 August 2017 (Editorial Changes – GSA Governance Committee)

18 September 2017

6 October 2017 (Editorial Changes – GSA Governance Committee)

20 November 2017

8 December 2017 (Editorial Changes – GSA Governance Committee, Chair and Vice-Chair under delegated authority from the GSA Governance Committee)

27 March 2018 (Editorial Changes – GSA Governance Committee)

7 June 2018 (Editorial Changes – GSA Governance Committee)

18 June 2018

16 July 2018

15 October 2018

25 October 2018 (Editorial Changes – GSA Governance Committee)

19 November 2018

27 November 2018 (Editorial Changes – GSA Governance Committee)

28 January 2019

7 February 2019 (Editorial Changes – GSA Governance Committee)

25 February 2019

18 March 2019

15 April 2019

18 April 2019 (Editorial Changes – GSA Governance Committee)

8 July 2019 (Editorial Changes – GSA Governance Committee)

9 August 2019 (Editorial Changes – GSA Governance Committee)

16 September 2019

26 September 2019 (Editorial Changes – GSA Governance Committee)

28 October 2019

18 November 2019

22 January 2020 (Editorial Changes – GSA Governance Committee)

24 February 2020

16 March 2020 (Editorial Changes – GSA Governance Committee)

20 April 2020

20 July 2020

10 September 2020 (Editorial Changes – GSA Governance Committee)

21 September 2020 (Editorial Changes – GSA Governance Committee)

19 October 2020

16 November 2020

19 July 2021

20 September 2021

15 November 2021

28 February 2022

21 November 2022

19 June 2023