



**Graduate Students' Association - University of Saskatchewan
Council Meeting Agenda
Tuesday November 20, 2018 - GSA Commons
17:00 – 19:00**

The GSA operates on Treaty 6 Territory and the Homeland of the Métis Nation.
We pay our respect to the First Nations and Métis ancestors of our gathering place and reaffirm
our relationship with one another.

#	Item	Page	Action
1	Call to Order		
2	Approval of the agenda	1	<i>Decision</i>
3	Approval of the minutes from October 16, 2018	2-12	<i>Decision</i>
4	Information to be received	13-20	<i>Decision</i>
	A. Executive meeting minutes from October 11, 2018		
	B. Executive meeting minutes from September 25, 2018		
	C. Bursary Selection Committee Meeting Minutes		
5	Executive reports	21-26	<i>Information</i>
	A. Report of the President		
	B. Report of the VP Finance and Operations		
	C. Report of the VP Student Affairs		
	D. Report of the VP External		
6	Social clubs ratification	27-37	<i>Decision</i>
	A. Brazilian Students Association of the University of Saskatchewan		
	B. U of S India Students' Association		
7	Other business/Announcements		<i>Information</i>
8	Adjournment		<i>Decision</i>



University of Saskatchewan
Graduate Students' Association
GSA Council Meeting Minutes
Tuesday October 16, 2018. GSA Commons

As Council gathers, we acknowledge that we are on Treaty 6 Territory and the Homeland of the Métis. We pay our respect to the First Nations and Métis ancestors of our gathering place and reaffirm our relationship with one another.

Attendance: *See appendix A*

1. Call to Order

Mr. Ghaith, chair of Council called the meeting to order at 5:02pm, observing that quorum had been attained

2. Approval of the agenda

The Chair made a call for any changes to the agenda as was circulated.

VP Student Affairs proposed the addition of 2 items concerning the ratification of 2 social clubs.

The chair reminded the councilors in attendance that 2/3 majority is needed to make amendments to the agenda.

Motion to amend circulated agenda. (MARTINEZ-SOBERANES/ MELLIDEZ)

CARRIED

Motion to approve agenda as amended. (PRESBER/ LAING)

CARRIED

3. Council Orientation

Council Chair gives brief background on the GSA and how it functions. Some of the more salient points are listed below:

- University of Saskatchewan Graduate Student Association (GSA) was established in 1984 and represents all ~4000 graduate students at USASK.
- CGPS members are GSA members by default, no way to opt out. There are 3 classes of membership which are: (i) Regular members- all graduate students. You have the right to vote and sit on different GSA councils. (ii) Associate members- created for postdoctoral fellows to be a part of the GSA. They pay the same fees as regular

members but have less influence in the running of the GSA than regular members. (iii) Life time members- just symbolic, those members have no rights.

- Regular members (graduate students) have rights to be apart of the council, attend and vote in annual meetings, to vote on fees, to make motions, to vote on the constitution and bylaws. Associates members can only benefit from the GSA services like the UPASS but don't have the above privileges of a regular member.
- GSA governing documents:
 1. Constitution - (fundamental values) changes can only be made at the AGM and need 2/3 majority agreement for change to get through.
 2. Bylaws -(rules that govern the GSA) responsibilities of staff members, standards for the executive members, meeting schedules/ frequency and can be changed at the AGM but instead of $\frac{2}{3}$ vote it just needs majority vote to make a change
 3. Policies- define the operation of the association, for example dictates what the GSA's communication should look like. The policies fall under the jurisdiction of the councils. Hence, the council can approve changes to policies. More flexible than the constitution and bylaws.
- GSA management:
 1. Executive committee- consists of the President, Vice Presidents (Finance and Operations, Student Affairs and External), Indigenous Liaison.
 2. GSA board- consists of the President and Vice Presidents
 3. GSA Council- elected by their departments and a responsible for the wellbeing of the association. Councilor responsibility to represent their academic council by participating in association committees, relaying the information from the GSA to their individual academic councils.
- Robert's Rules of order are used to run Council meetings
- Minutes are taken for each meeting, and those are posted on the website. We post as an unofficial document to be approved by the councilors in the following council member meeting. The 3 types of minutes are: open session, confidential session, and the in camera session where no minutes are formally taken.
- Council Chair is supposed to be neutral at all times. However, there is one time when the council Chair can vote and that's when there is a tie on a vote.

Question: VP External

Are executives also councilors and can the secretary vote:

Answer from Chair: Executives are also councilors, and the secretary cannot vote at council meetings, unless the secretary is a Council member.

4. Approval of the minutes from September 25

Motion to approve September Council minutes (MELLIDEZ/SAHTOUT)

CARRIED

5. Information to be received

A. Executive meeting minutes from September 13, 2018

B. Executive meeting minutes from September 27, 2018

Motion to receive information items 5A and 5B. (MELLIDEZ/ RODRIGUEZ)

CARRIED

6. Executive reports

A. Report of the President

Three main points were:

1. Continued efforts to secure graduate student representation on board governors
2. student supervisor agreement using graduate students to push for its use,
3. faculty support manual- its meant for faculty who are going to be supervisors.
Should help with the supervision of graduate students.
No question for president.

B. Report of the VP Finance and Operations

Gathering was reminded that the GSA bursary applications were open as of October 1st, there was a reminder for councillors in need apply for a bursary.

C. Report of the VP Student Affairs

Wine and cheese event was very successful with a turnout of about 100 members.

The first industry networking event is scheduled for tomorrow (17th October). At this event, 5 students will get the chance to present to industry investors. This gives the students the opportunity to get some feedback on their pitches from the industry members in attendance.

Next event is slated for October 26th. This event will take the form of movie night where 3 movies will be shown. The first movie is for everyone and free popcorn is included for the night, the second is classic halloween movie and the third a horror movie.

The VP student affairs told the councillors that he has attended a few meetings, one of those was geared at bettering different academic programs and then ask the councillors to email him any suggestions for improvements of individual programs so he can bring forth to those meetings.

D. Report of the VP External

1st aid course has finally been finalized and will be held at the commons. For students it is 50% discount which amounts to \$80 for recertification, \$100 for first time certification and \$120 for non-students. Registration requires a 50% deposit which can be made at the GSA commons.

The GSA sports team "Guppies" have a hangout so if anyone interested.

Question: Can you get 1st aid cheaper?

Answer from VP external: It's the best deal they could secure.

E. Report of Indigenous Liaison

Indigenous Liaison was appointed to a working group for catering on faculty needs. However, last meeting was canceled.

VP external and Indigenous liaison are part of the sustainability and diversity committees and urge councilors to join.

7. Ratification of social clubs

VP student affairs introduces first group trying to be ratified.

Social group "Believers Love World Constitution" inspire students to become instruments of change through weekly bible study.

Questions:

Councillor Mellidez: If they get ratified will they get any money from the GSA?

Answer from VP student affairs: It will get all the same benefits as other social groups previously ratified and funded.

VP student affairs assured the gathering that an email was sent to this social club inviting them to say a little about their club but there was no response for this meeting.

President for religious group walks in late during the middle of this discussion to share a little about the group.

She says the "Believers Love World Constitution" would like to advocate for students of the same faith to be able to participate in fellowship together.

VP student affairs shares part of the bylaws that state social groups are supposed to be welcoming to everybody as a part of the criteria to become a GSA ratified social club. Hence a religious group like the above would have to have open meeting to everyone.

Indigenous Liaison- think of Christianity on the indigenous community.

Councillor Catherine- there are other options to get ratified

Councillor Laing- This group is already a member of the USSU

Motion to ratify “Believers love world Constitution” as a GSA social club (LAINGE/ HAMMED)

Debate/discussion on the motion:

Councillor Ezekwesili- if they can amend their club’s mandate so it's inclusive to everyone even if they don’t believe in the same God or don’t believe in God.

Councillor Ho- we should just follow the policies and if they don’t abide by that then action can be taken but don’t preemptively/ forecast your concerns as being current issues with the club up for debate.

VP external - wants to call the question as the debate has been exhaustive (UFONDU/HAMMED)

CARRIED

Vote on ratification motion

Motion to ratify “Believers love world Constitution” as a GSA social club (LAINGE/ HAMMED)

FAILED

Second Social Club

VP Student Affairs

Bangladesh student association (BSA)- to facilitate new Bangladeshi students and share their culture with the GSA. This club was ratified in the GSA last year.

Motion to ratify BSA club (MARTINEZ-SOBERANES/ RODRIGUEZ)

CARRIED

8. Committees of the council

See appendix B for membership list. The Chair open nomination from the floor.

A. *Motion to approve Budget and Finance Committee 2018/19 membership* (LAING/ GOMEZ)

CARRIED

B. *Motion to approve Bursary Selection Committee membership 2018/19* (MELLIDEZ/ GOMEZ)

CARRIED. 1 Abstention

C. *Motion to approve Governance Committee 2018/19 membership* (MELLIDEZ/ UFONDU)

CARRIED. 2 Abstention (Roett, Sahtout)

- D. *Motion to approve Code of Ethics and Discipline Committee 2018/19 membership*
(RODRIGUEZ, SHIRLEY)

CARRIED. 1 Abstention (Muhammad)

- E. *Motion to approve Health and Dental Committee 2018/19 membership* (MELLIDEZ/
OWUAMANAM)

CARRIED

- F. *Motion to approve Awards Selection Committee 2018/19 membership*
(OWUAMANAM/BALKHI)

CARRIED. 1 Abstention (Mellidez)

- G. *Motion to approve Diversity Committee 2018/19 membership* (MELLIDEZ/ LAING)

CARRIED

- H. *Motion to approve Sustainability Committee 2018/19 membership* (OWUAMANAM/
GOMEZ)

CARRIED

- I. *Motion to approve nomination for Elections and Referenda Committee* (OWUAMANAM/
CUNNINGHAM)

CARRIED. 3 Abstention (Mellidez, Pujari, Laing)

9. Other business/Announcements Information

VP external- send your name and you can pay a 50% deposit as a part of the registration for first aid training

VP Fin and Op- movie night will be hosted at the GSA commons. Datils will be advertised

9 Adjournment

Motion to adjourn (LIANG/ EDGAR) at 6:50.

CARRIED

Appendix A

Academic Council	Name of Councilors and (alternates)	Sep.25 2018	Oct.16 2018	Nov.13 2018	Dec.11 2018	Jan.15 2019	Feb.12 2019	Mar.12 2019	Apr.9 2019
Animal & Poultry Science	Brittany Ross (Tess Mills)	P	R						
ARCHAIA	Alne Dolln (Adrienne Ratuszniak)	P	P						
Biology	Dylan Baloun (Carmen Marquez Mellidez)	P	P						
Chemistry	Doug Fansher (Richard Pettipas)	P	A						
Geography & Planning	Bethany Thiessen (Apeksha Heendeniya)	P	P						
Geological Sciences	Brittany Laing (James Schulte)	P	P						
History Graduate Students' Committee	John Bird (Mckelvey Kelly)	P	P						
IGSC (1)	Tara Million (Adam McInnes)	P	P						
IGSC (2)	NA	NA	NA						
Kinesiology	Natasha Boyes (Natalie Houser)	P	P						
Computer Science Grad Course Council (1)	Rifat Zahan (Tonny Kar)	P	P						
Computer Science Grad Course Council (2)	Parastoo Veisi (Kawser Nafi)	A	P						
PEGASUS	Jason Ho (Ethan Runge)	P	P						
Soil Science Graduate Student Association	Jennifer Bell (Aimee Schryer)	P	P						
WCVM GSA	Breanne Murray (Narsimha Pujari)	P	P						

Academic Council	Name of Councilors and (alternates)	Sep.25 2018	Oct.16 2018	Nov.13 2018	Dec.11 2018	Jan.15 2019	Feb.12 2019	Mar.12 2019	Apr.9 2019
Psychology Graduate Student Assoc.	Sarah Mohammed (Farron Wielinga)	P	P						
AREC	Yerebakia Choro (Ran Sun)	NA	P						
SENSSA (1)	Peter Friedrichsen (Ashleigh Duffy)	P	R						
SENSSA (2)	Laila Balkhi (NA)	NA	P						
Pharmacy & Nutrition Graduate Students' Council P&N-GSC	Lina Kharabsheh (Riley Devine)	P	P						
School of Public Health Students' Assoc (SPHSA) (1)	Cheryl Roett (NA)	NA	P						
School of Public Health Students' Assoc. (SPHSA) (2)	Chiamaka Ezekwesili (NA)	NA	P						
Physical Therapy Student Society (PTSS)	Kyla Collins (Katrin Ritchie)	P	P						
Engineering, Chemical	Khaled Zoroufchi Benis (NA)	P	P						
Engineering, Mechanical	Bicheng Xing (Stephen Owuamanam)	P	P						
Engineering, Electrical	Ozan Gunes (Jose Berkenbrock)	P	P						
Engineering, Biomedical	Saman Naghieh (Ejalonibu Hammed)	P	P						
Biochemistry, Microbiology & Immunology	Kusum Sharma (Mamata Panigrahi)	P	A						
Anatomy, Physiology & Pharmacology	Kushagra Parolia (Sarah Martin)	P	P						
Community Health & Epidemiology	Jacob Alhassan (Liliana Rodriguez)	NA	P						
Health Sciences	Chelsea Cunningham (Scott Adams)	NA	P						

[illegible]

Appendix B: Committees of Council membership	
Committee	Membership
Budget and Finance Committee	1. VP Finance and Operation 2. President 3. Saman Naghie (Council member) 4. Carmen Marquez Mellidez (Council member) 5. Cloud Heng (Regular / General Member)
Bursary Selection Committee	1. VP Finance and Operation 2. VP Student Affairs 3. Doug Fansher (Council member) 4. Jose Alvin Berkenbrock (Council member) 5. Katrin Ritchie (Council member) 6. Kushagra Parolia (Council member)
Governance Committee	1. VP External 2. VP Finance and Operations 3. Council Chair 4. Saman Naghie (Council member) 5. Cheryl Roett (Council member) 6. Naheda Sahtout (Council member)
Code of Ethics and Discipline Committee	1. Council Chair 2. Shanay Williams (Regular/general member) 3. Shahin Layeghpour (Regular/general member) 4. Reggie Nyamekye (Regular / general) 5. Sarah Mohammed (Council member) 6. Rifat Zahan (Council member)
Health and Dental Committee	1. VP External 2. VP Finance and Operations 3. Saman Naghie (Council member) 4. Ejalonibu Hammed (Council member)
Awards Selection Committee	1. VP External 2. President 3. Rebecca Bourgeois (Regular/general member) 4. Shahin Layeghpour (Regular/general member) 5. Kathy Wang (Regular / general member) 6. Dylan Baloun (Council member) 7. Chiamaka Ezekwesili (Council member) 8. Carmen Marquez Mellidez (Council member)
Diversity Committee	1. VP External

	2. Indigenous Liaison 3. Cloud Heng (Regular/general member) 4. Amara Zuhaib (Regular/general member) 5. Shahin Layeghpour (Regular/general member) 6. Arka Guo (Regular/general member) 7. Stephen Owuamanam (Council member) 8. Jessa Hughes (Regular / general member) 9. Ejalonibu Hammed (Council member)
Sustainability Committee	1. Indigenous Liaison 2. VP External 3. Saman Naghie (Council member) 4. Jo Ann Chew (Regular/general member) 5. Alina Ostrowska (Regular/general member) 6. Dylan Baloun (Council member) 7. Laila Balkhi (Council member) 8. Khaled Zoroufchi Benis (Council member)
Elections and Referenda Committee	1. Council Chair 2. Reggie Nyamkeye (Regular / general member) 3. Jessa Hughes (Regular / general member) 4. Nicole Matsalla (Regular / general member) 5. Brittany Laing (Council member) 6. Rifat Zahan (Council member) 7. Carmen Marquez Mellidez (Council member) 8. Narsimha Pujari (Council member)
Diversity Committee	10. VP External 11. Indigenous Liaison 12. Cloud Heng (Regular/general member) 13. Amara Zuhaib (Regular/general member) 14. Shahin Layeghpour (Regular/general member) 15. Arka Guo (Regular/general member) 16. Stephen Owuamanam (Council member) 17. Jessa Hughes (Regular / general member) 18. Ejalonibu Hammed (Council member)



University of Saskatchewan - Graduate Students' Association
Executive Meeting Agenda
October 11, 2018, 5PM – 7PM

Present: Naheda Sahtout (President), Jesus Corona Gomez (VP Finance and Operations), Edgar Martinez-Soberanes (VP Student Affairs), Marie-Eve Presber (Indigenous Liaison), Somtochukwu Ufondu (VP External).

Regrets:

1. Call to Order / Opening Remarks

The President called the meeting to order at 5:00pm.

2. Approval of the Agenda

The President asked if there were any additions or amendments to the agenda as circulated.

The President added: 4.3 Conference Studentcare Grad Stakeholder Invitation, 5.1 GSA Standing Committees, 5.2 CGPS Funding Request Letter and 5.3 Health on Tap.

The Vice-President Finance and Operations added 5.4 Update GSA Bursary Fall 2018.

The Vice-President External added 5.5 Update First Aid

The Vice-President Student Affairs added 5. 6 Invitation “Establishing and Maintaining a Good Relationship with Your Supervisor”.

Motion to approve the agenda as amended moved by Indigenous Liaison and seconded by VP External.

Motion carried.

3. Approval of the September 27, 2018 Executive Meeting Minutes

The President asked whether there were any further amendments to the September 27, 2018 Executive Meeting Minutes.

Motion to approve the September 27, 2018 Executive Meeting Minutes moved by VP Student Affairs and seconded by Indigenous Liaison.

Motion carried.

4. Items for Action

4.1. Financial request – Physical Therapy Student Society (PTSS)

The President indicated that PTSS had provided the Executives with a thorough description and budget for the Annual Fall Formal. The President welcomed Mathew Kelly to the Executive meeting and asked him to briefly describe the event. Kelly indicated that the Annual Fall Formal, is a 1st and 2nd year student community and faculty combined event. He mentioned that this year the event was planned to take place at Louis Loft. The VP Student Affairs asked how many students would participate in the event. Kelly estimates that around 120 students will participate in the event.

The VP External wondered whether they were successful or unsuccessful in receiving monetary support from other organizations. Kelly mentioned they are starting to request funds from other organizations including the GSA. The President mentioned that when the GSA sponsors an event, the GSA logo is expected to be on the posters and an announcement should be made at the event. Kelly agrees to add the GSA logo on posters and advertising material. The President indicated that the decision is based on the budget and not on the event. The President thanked Kelly for providing the proposal and further information in the meeting.

The VP Finance and Operations moved to approve funding in the amount of \$400 to the Physical Therapy Student Society. This motion was seconded by the Indigenous Liaison.

Motion carried.

4.2. Financial request – ARCHAIA

The Academic Council ARCHAIA, department of Archeology and Anthropology, requested financial support from the GSA for their Haunted House Fundraiser. The amount requested was \$50.00 for posters to advertise the event.

The VP Finance and Operations moved to approve funding in the amount of \$50 for ARCHAIA. This motion was seconded by the VP External.

Motion carried.

4.3. Conference Studentcare Grad Stakeholder Invitation.

The President received an email invitation from Studentcare indicating that two individuals were requested to come to the Studentcare Grad Stakeholder meeting happening in Montreal from November 28th to 30th. Since the VP External has the CFS Conference in the middle of November the invitation was open to the VP Student Affairs and the VP Finance and Operations.

Motion to approve Jesus Corona-Gomez and Edgar Martinez-Soberanes to attend the Studentcare Grad Stakeholder Conference was moved by the VP External and seconded by the Indigenous Liaison.

Motion carried. 2 abstention.

5. Items for Information / Discussion

5.1. GSA Standing Committees.

The President indicates that in the October Council meeting, members to the GSA Standing Committees will be approved by Council. Executives who sit on the specific committees need to ensure that minutes are taken in the GSA Standing Committees for which they were assigned. These minutes need to be included in Council meetings to ensure that Council are aware of each committee's discussions.

5.2. CGPS Funding Request Letter

The President received the funding request letter from the Dean of CGPS indicating the official request of \$25,000.00 for the GSA needs-based bursary, \$10,000.00 for the Awards Gala, \$3,500.00 for the 3MT and conference. CGPS will also consult the Student Finance and Awards office with regards to the Crisis Aid Program to see if a matching contribution could be made.

5.3. Health on Tap

The VP Student Affairs mentioned that this is the second time he and the president will be participating in this event. The Health Opportunity Committee invited the GSA to this networking event, Health on Tap, to present the research of students. The criteria for the presented research is that it should be related to health and be commercialized; the VP Student Affairs is looking for 2 more students. The President suggested the VP Finance and Operations to participate in this event since his research is focused on biomedical materials for hip joint replacement. The VP Finance and Operations expressed interest on attending this event and will follow up with the VP Student Affairs for the registration after consulting his supervisor and agenda. This event was not publicized on a larger scale as this was our trial period. We hope that we would be able to allow graduate students to participate in more of these events and that a greater diversity in research and application would be shared.

5.4. Update GSA Bursary Fall 2018

The VP Finance and Operations mentioned that the Fall GSA Bursary Fall was open on October 1st and will close on October 19th. We expect to receive around 100 applications as with previous years. The VP Finance and Operations mentioned that he is posting announcements on Paws every week and answering questions by email almost every day. The GSA Bursary Selection Committee will select 20 beneficiaries for this needs-based bursary. Once the Committee meets and assesses the applications, the recipients will be contacted. The President mentioned that the Council members interested to sit on this Committee should send an email to the GSA Chair indicating their interest, or nominate themselves at the October GSA Council meeting. The VP Finance and Operations will email previous members of this Committee to follow the application procedure to participate on this Committee.

5.5. Update First Aid

VP External mentioned that he finally managed to finalize negotiations with a certified private instructor of Red Cross for graduate students. The First Aid training will take place from November 13th to November 15th, and the cost is \$100 for students who will take it as new course, and \$80 for recertification. The VP Finance and Operations congratulated him for obtaining a considerable cost reduction (from 25% to 50% discount) for graduate students who need or would like to obtain their First Aid certificate.

5.6. Invitation “Establishing and Maintaining a Good Relationship with Your Supervisor”

The Indigenous Liaison wanted to inform the executive that she was invited by the Graduate Writing Help Specialist of Student Learning Services at University Library to sit on a panel entitled “Establishing and Maintaining a Good Relationship with Your Supervisor.” Considering the Indigenous Liaison’s supervisor has a considerable amount of students, is Métis/Indigenous, and has working knowledge on the Student-Supervisor Agreement, the Graduate Writing Help Speciality thought the Indigenous Liaison would be able to offer interesting points at the table. The panel discussion will be held on Wednesday, October 24th, from 4pm to 5:30pm, in Arts 100.

5.7. Global Connections Network Retreat

The 2018 Global Connections Retreat is a proposed collaborative program between the International Student and Study Abroad Centre (ISSAC), the USSU, the GSA, and the many U of S student groups. The goal of the retreat is to bring together student leaders from the Global Connection Network, the USSU, and the GSA for a one-day program which explores topics determined by the student leaders and provides opportunities for making connections among student leaders and student groups. The retreat will be hosted at the GSA on November 3rd, 2018.

6. Other Business

7. Confidential Session

8. In Camera Session

9. Adjournment of Meeting

The President asked whether there was any other business arising.

Seeing none, the meeting was adjourned at 6:45 PM.



University of Saskatchewan - Graduate Students' Association

Executive Meeting Agenda

October 25, 2018, 5PM – 7PM

Present: Naheda Sahtout (President), Jesus Corona Gomez (VP Finance and Operations), Edgar Martinez-Soberanes (VP Student Affairs), Somtochukwu Ufondu (VP External), Marie-Eve Presber (Indigenous Liaison).

Regrets:

1. Call to Order / Opening Remarks

The President called the meeting to order at 5:07PM.

2. Approval of the Agenda

The President asked if there were any additions or amendments to the agenda as circulated.

The VP External combined items 4.3 and 4.4, making a new point 4.3 entitled, Proposed Bus Rapid Transport (BRT) system - Downtown All Ages and Abilities (AAA) Cycling Network. The Indigenous Liaison added: 4.4 Indigenous Liaison report. The VP Student Affairs added: 4.5 Wellness Champions session report.

Motion to approve the agenda as amended moved by the VP Student Affairs and seconded by the VP External.

Motion carried.

3. Approval of the October 11, 2018 Executive Meeting Minutes

The President asked whether there were any further amendments to the October 11, 2018 Executive Meeting Minutes.

Motion to approve the October 11, 2018 Executive Meeting Minutes moved by Indigenous Liaison and seconded by the VP Student Affairs.

Motion carried.

4. Items for Information / Discussion

4.1. GSA Standing Committees

The President mentioned that in the last GSA Council meeting, members were approved to sit on the nine GSA Standing Committees. The President recommends that meetings begin for the Diversity Committee and the Sustainability Committee as soon as possible, and for the other committees as the year progresses. There are funds available for a sustainability initiative; however, it is important to note that our funds are limited to the approved budget. The President

reminds the Executives to write a final report of each GSA standing committee to present at the Annual General Meeting.

4.2. Senate Meeting

The President thanks the Executives for attending the Senate meeting last Saturday October 20th. The motion that the GSA put forth, regarding graduate student participation on the Board of Governors, passed.

4.3 Proposed Bus Rapid Transport (BRT) system - Downtown All Ages and Abilities (AAA) Cycling Network

The VP External got an invitation email (October 23, 2018) from the City of Saskatoon mentioning that they will have two information sessions for stakeholders. The topics to be discussed at these sessions will be the BRT to increase the frequency and improve the service, and the AAA cycling network. The President encouraged the VP External to attend these meetings in downtown.

4.4 Indigenous Liaison report

The Indigenous Liaison mentioned that she was contacted by an Indigenous graduate student regarding the GSA bursary policies. Despite the fact that the GSA did add the consideration of Indigenous self-identification on the selection of the bursary, due to their previous request through the Indigenous Liaison, they recently requested to consider the internal policy of the bursary selection, particularly the one that states that previous recipients are not eligible to re-apply for the bursary in the following three terms. The Indigenous Liaison requested the GSA to consider this policy and wondered if the GSA has ever had a discussion about the application process. Furthermore, she asks if the GSA is willing to consider this request and lower down the policy to two terms rather than three, so that recipients who are in need may reapply every year instead of once every year and three months.

The President mentioned that the GSA represents all graduate students, including international, domestic, Indigenous, marginalized, non-marginalized, and that our funds for bursaries are limited. The GSA's mandate is to accommodate graduate student as a whole and the idea of having the policy of winning the bursary every three terms is to ensure that our funds are covering more people who are in need. This policy helps the GSA to allocate the limited funds to a wide range of students who are in financial need. The VP Student Affairs mentioned that the GSA Bursary can be used by recipients to alleviate financial emergencies that they might face in the short run. The VP Finance and Operations mentioned that allowing reapplication in a short period of time would be unfair for students who had not obtained this bursary before and also find themselves in extenuating circumstances. Additionally, it was suggested that graduate students should look at other awards and scholarships that are offered by CGPS and are available and sometimes

designated for specific groups of students. Sometimes students do not know about all of the awards and scholarships that CGPS offers.

The Indigenous Liaison asked apart from the GSA Bursary, what else is the GSA doing to help Indigenous students. The President mentioned that within our own limited capacity, this is the best that can be done to help all graduate students, including Indigenous, international and domestic. The President mentioned that the GSA is willing to meet with an Elder in the Saskatoon community to listen and talk about how else the GSA could alleviate some of the issues Indigenous students face.

4.5 Wellness Champions session report

The Wellness Centre invited several student groups, including the GSA and the USSU, to work together on initiatives related to wellness on Campus. Additionally, in these meetings there is room for feedback from students with regards to different events and projects held by the Wellness Centre. The VP Student Affairs attended the first meeting and he observed a low representation of graduate students in the group, so he suggested inviting more graduate students who would be interested on this. The President suggested bringing this to council and asking if someone would like to participate.

5. Other Business

The President encouraged the Executives to look at the proposed new CGPS plan. The President will be out of office from November 1 to 10, inclusive, with full access to emails and phone calls. The Indigenous Liaison will be away from November 7 to 11, inclusive, due to an academic conference commitment. The VP External will be away from November 16 to 19, inclusive, due to him attending the Canadian Federation of Students general meeting.

6. Confidential Session

7. In Camera Session

8. Adjournment of Meeting

The President asked whether there was any other business arising. Seeing none, the meeting was adjourned at 6:40 PM.

Saturday October 27, 2018

Bursary Selection Committee Meeting Minutes

Members Present: J. Corona-Gomez (VP Finance and Operations), E. Martinez Soberanes (VP Student Affairs), D. Fansher (Council Member), J. Berkenbrock (Council Member), K. Ritchie (Council Member), K. Parolia (Council Member).

The VP Finance and Operations called the meeting to order at 11:00AM and thanked all the committee members to be present on this important selection process despite of their important daily activities. It was mentioned that a lunch will be provided for the committee members. All members present signed confidentiality documents to ensure all bursary applicants privacy rights are protected. It was restated by all present that if anybody knows or has any type of relationship with an applicant, another committee member has to evaluate that application. The confidentiality letters were circulated and signed by the committee members. 6 piles of applications were set on the tables and each committee member decided were to sit as they arrive to the meeting room to make sure the distribution of applications were aleatory. Each member reviewed and ranked the package of applications according to the accepted criteria, then a second revision for high ranked applications was made by another member. It was decided unanimously that incomplete applications will not be revised and any applications that score well-below a minimum threshold will not have a second evaluation. Following the review and cross-checking of all applications, they were sorted according to score. The Committee managed to get through a sizeable number of the applications. Committee Members finish the remaining applications and ensure they get a second review.

It was mentioned that there were many qualified and deserving applicants, and those who didn't receive bursaries is due to the limited number of bursaries available. 20 beneficiaries were selected from a total of 128 applications. Successful bursary applicants will be notified by November 2, 2018. It is recommended for those who were unsuccessful to apply again for the 2018 Fall Bursary. VP Finance and Operations will circulate the minutes and pending approval will contact the recipients of the bursaries.

The Meeting was adjourned at 4:45PM.



University of Saskatchewan Graduate Students' Association
President Report – November 2018 GSA Council Meeting

It is my privilege to brief Council with updates pertaining to some of the GSA activities and initiatives.

(1) Graduate Student Participation on the University Board of Governors

On October 20, 2018, the GSA brought forth to University Senate the following motion;

It is recommended that Senate support in principle:

- a) *A request from the Graduate Students' Association, on the next occasion when amendment is being considered, for amendment of the University of Saskatchewan Act 1995 to provide for the appointment or election of one graduate student member to the Board of Governors.*
- b) *In the interim, a request from the Graduate Students' Association to have an appointed or elected representative with status as a non-voting observer or resource person on terms formulated in agreement with the Board of Governors.*

Senate, by majority vote, approved the motion. This is a step in the right direction and indicates that both the University community and the community at large support in principle the need for graduate student participation on the Board of Governors. Graduate students would bring forth perspectives and views that would ensure a well-rounded and diverse discussion. As graduate students are teachers, mentors, researchers and students, our views and perspectives would be an asset and should be a welcomed addition to the Board of Governors. We will continue our pursuit of graduate student participation on the Board.

(2) Student-Supervisor Agreement

Through the support of our Academic Councillors, we have been able to engage most Colleges and Schools in a discussion to the importance of the Student-Supervisor Agreement as a tool for a superior student-supervisor relationship. Our discussions have been positive and there has been support for its use from both faculty and students. While it is currently not mandatory, the GSA will continue to work with the College of Graduate and Postdoctoral Studies to outline key steps to pursue its mandating. We hope to bring forth an outline to Council in the new year for a discussion and feedback.

(3) Graduate Faculty Supports

In collaboration with the College of Graduate and Postdoctoral Studies and the Gwenna Moss Centre, we are working on a supervisory manual. Using the foundations of a manual from another institution, we are making headway in identifying what is relevant to the University of Saskatchewan, what is important to supervision and how we can best support our faculty to be good supervisors. We hope to bring forth a draft of this manual to Council in the next few months for discussion and feedback. We hope that through the creation of such a document, supervisors would be better equipped to supervise graduate students.

(4) Networking with Industry

On October 17, several of our graduate students had the opportunity to present to a non-academic audience in an event hosted by the Saskatchewan Chamber of Commerce Health Opportunities Committee. Their participation was successful and the importance of this networking opportunity was emphasized to senior administration. We will work closely with senior administration to outline key steps in ensuring students have access to such networking opportunities, are encouraged to participate and are engaged with and become competitive in a non-academic setting. We understand that academic jobs are few; therefore, we will work hard to find supports that would allow you to better prepare yourself for a non-academic career.

We will continue looking for opportunities that will benefit graduate students at the University of Saskatchewan. I look forward to the upcoming year and to working with you to promote and foster a superior academic experience for our graduate students.

Naheda Sahtout

President, Graduate Students' Association

Monthly Report from the VP Finance and Operations (November 2018)

Good Evening GSA members,

I am delighted to report you an update on my activities as the current Vice-President Finance and Operations.

First of all, I would like to thank the Office Manager Candace Suessmilch who has done an extraordinary job during the past months. With her assistance and the outstanding support of our President Naheda Sahtout I am pleased to mention that practically the most essential work in this portfolio is up to date. We have placed payments for the current term Fall 2018 to principal partners including The Canadian Federation of Students (CFS), along with the City of Saskatoon Transit Division (UPASS provider) are up to date.

The GSA Bursary Selection Committee met to review 128 applications. Based on the funds that we had available we were able to allocate 20 bursaries. All successful recipients have been contacted. I would encourage those who were unsuccessful to consider applying again in the future as they were not selected due to the limited funding available. The GSA President and Executive Team continue to lobby the University Administration for more match funding for our bursaries. My sincere thanks for their astonishing effort to the GSA Bursary Selection Committee members: D. Fansher, J. Berkenbrock, K. Parolia, K. Ritchie, and E. Martinez.

The President and Executives worked several hours in the main office opening the GSA Commons during the Office Manager vacations to ensure all of our GSA members have access to the Commons and services we offer.

Other meetings:

CGPS monthly meeting	October 18, 2018
RSAW Committee	October 25, 2018
GSA Bursary Selection Committee	October 27, 2018
RSAW Committee	November 8, 2018
Scholarships and Awards Committee	November 8, 2018
Remembrance day ceremony	November 11, 2018

Please feel free to contact me at gsa.fin@usask.ca or speak to me anytime at the Commons should you have any questions or need any further clarification.

Sincerely,

[Jesus Corona-Gomez](#)

Vice-President Finance and Operations.
Graduate Students' Association

November 2018

RE: VP Student Affairs Report to Council

Dear Council Members:

Please find below my October-November report to council.

1) Graduate Student Research Conference

On February 27th and 28th, 2019, the GSA will be hosting the Graduate Student Research Conference and I will start working on the planning and organization. A theme has not been yet defined, but it should be such that welcomes a wide range of fields of research. A call for abstracts and registration will be sent out soon and it will be also available online at the GSA website.

2) Meetings

The following is an updated list of meetings and workshops I have attended, since the last GSA Council meeting:

Date	Meeting
October 19, 2018	Student Forum 1 st Executive Meeting
October 23, 2018	Parking and Transportation Committee
October 24, 2018	Academic Programs Committee
October 25, 2018	University Council
November 7, 2018	Academic Programs Committee
November 13, 2018	USSU and GSA Executive Meeting
November 20, 2018	U of S President Breakfast Meeting



Graduate Students' Association
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November 2018

RE: VP External's Report to Council

Dear Council Members,

Please find below my September report to council:

1) **Health and Wellness**

- The First Aid/CPR AED C registration is now full for new certification. The new date for the second part is November 27th, 8:00 a.m. - 4:00 p.m. each day (with an online theory portion)

For more details and/or to sign up, please contact the GSA's VP External, at gsa.external@usask.ca.

- This month's health chat will be a panel discussion

Month	Topic
November	Laughter Therapy

2) **GSA Guppies**

The season ended with our team not making it to the playoffs due to not having sufficient team members who met the minimum requirement.

3) **Meetings**

The following is an updated list of meetings/events I attended in October/November.

Date	Meeting
October 16	GSA Council Meeting
October 17	International Activities Committee Meeting
October 18	GSA Executives Meeting
October 25	GSA Executives Meeting
October 30	Interdisciplinary Committee Meeting
November 13	Meeting with the USSU Executives
November 16-19	Canadian Federation of Students' Annual General Meeting
November 20	Breakfast Meeting with the President's Executive Committee (PEC)
November 20	GSA Council Meeting

4) **GSA Gala/Awards Night**

Preparations are still ongoing.

Brazilian Students Association of the University of Saskatchewan (BRASA UofS)

CONSTITUTION

ARTICLE I. NAME OF ORGANIZATION

The name of this organization shall be Brazilian Students Association (BRASA UofS). This organization will utilize the acronym "BRASA UofS" in all publicity materials and correspondence. BRASA UofS is affiliated with the Brazilian Association of Saskatoon (BRASA).

ARTICLE II. PURPOSE OF THE ASSOCIATION

The BRASA UofS is established for the purpose of aiding incoming and present Brazilian students at the UofS, to support the Brazilian student community in Saskatoon and to promote cultural and political awareness across campus.

ARTICLE III. MEMBERSHIP

Section 1. Membership is open to currently registered U of S students of any nationality, who are subjected to the payment of an annual fee, currently set at \$5.00.

Section 2. Members of the BRASA UofS will be automatically considered members of BRASA.

ARTICLE IV. EXECUTIVE BOARD OF MEMBERS

The executive board of members will consist of:

- A. President: shall preside at all meetings of the organization and shall coordinate the work of the officers and committees; attends BRASA meetings when necessary.
- B. Vice-president: shall serve as an aide to the President and shall perform the duties of the President in her/his absence or inability to serve. Liaison between BRASA UofS and BRASA.
- C. Treasurer: shall receive all monies of BRASA U of S; shall keep an accurate record of receipts and expenditures; shall pay out local funds in accordance with the approved budget as authorized by the organization; holds co-signing authority for the group. The Treasurer shall

present a financial statement at every meeting of BRASA UofS and at other times when requested by the President.

- D. Secretary: shall record the minutes of all meetings of BRASA UofS and shall perform other duties as delegated by the President. Maintains a record of all events (including relevant expenses, personnel, quotes, etc); responsible for sending a reminder of upcoming events.
- E. Officer of Communications: manages the association's social media accounts, email, and digital calendar; develops an annual calendar of events; responsible for informing of upcoming BRASA UofS events.

During the first mandate, the co-founders agreed to preside as co-presidents since no elections were held for executive positions that year. Following the first mandate, only one president shall be elected.

ARTICLE V. ELECTIONS

Section 1. The Executive Committee of the association must be elected from and by the membership by a majority vote.

Section 2. The election shall be held by ballot.

The Board of Directors shall be elected by majority vote during the beginning of the academic year, wherein students who wish to apply for officer positions shall necessarily be present. In addition to two other officers, the previous president must be present at the meeting. New officers shall begin their mandate immediately after the elections. Candidate must be part of the previous committee in order to run for president. The positions of President, and Vice President shall be for one (1) year term. The positions of Treasurer and Secretary shall be for (1) year term. All positions must be relinquished as soon as the holder ceases to be a student at the UofS.

ARTICLE VI. BRASA ADVISOR

A BRASA advisor will be appointed by the executive to serve as a resource person and provide advisory support for the officers and members of the organization. The advisor shall be nominated by the officers and will serve a term of one (1) academic year. In the event that the advisor is unable to continue in their position, officers may nominate a replacement at any time, to be confirmed by a majority vote of the members. To best fill this role, the BRASA Advisor shall be a member of BRASA's executive and member of any of the UofS union bargaining associations. The Advisor does not need to retain a membership with BRASA UofS nor holds voting rights.

ARTICLE VII. HANDLING OF FUNDS

Section 1. The finances of BRASA UofS will be handled exclusively by the association. All funds collected will be deposited in the BRASA UofS account within BRASA's account. An annual budget will be produced and a record of finances will be kept.

Section 2. The Treasurer shall be the primary officer and the president shall be the secondary officer designated to handle organization finances.

Section 3. BRASA UofS will also raise funds through social and academic events that promote cultural awareness on and off campus.

ARTICLE VIII. MEETINGS

Section 1. At least three (3) general meetings shall be held during the academic year, including the Annual General Meeting.

Section 2. Quorum shall consist of ten percent (10%) of the membership body; of which 50% of the executive members must be present.

ARTICLE IX. IMPEACHMENT

Section 1. A motion to remove a member of the association must be signed by at least five percent of the regular members of the association.

Section 2. The motion shall be presented in writing at a regular meeting of the association where it shall be inscribed on the agenda of the next meeting of the association, whereupon the impeached individual will be given the right to defend his/her actions.

Section 3. Once a motion for impeachment is presented and defended, impeachment may occur by a majority vote from the remaining members of the executive.

ARTICLE X. DISSOLUTION OF ORGANIZATION

In the event this organization dissolves, all monies left in the treasury, after outstanding debts and claims have been paid, shall be donated to a non-profit organization.

ARTICLE XI. AMENDMENTS TO CONSTITUTION

Amendments to this constitution may be made at any regular meetings of BRASA UofS provided that notice of the proposed amendment was given two weeks prior to a vote. Amendments require a three-fourths vote of the executive members in attendance at the meeting.

ARTICLE XII. AFFILIATION

The association is not an agent of BRASA and the Graduate Students Association of the University of Saskatchewan (GSA). The association's views and actions do not represent those of BRASA and GSA.

U of S India Students' Association Constitution

Article 1: The Association

- I. The name of the organization shall be the University of Saskatchewan India Students' Association, abbreviated hereinafter as ISA.

Article 2: Mission

The mission of the ISA shall be:

- I. To promote and act as the ambassador of Indian culture throughout the university and local community.
- II. Responsibility to operate as the voice for students of Indian origin and to create an environment that upholds Indian values.
- III. Mentor South Asian new comers in adjusting to the Canadian and university life style.
- IV. Cultivate a positive experience for students from India
- V. Introduce Indian cultures and act as a welcoming organization to all members of the campus community

Article 3: Membership

- I. Membership is open to all students, alumni and staff of the University of Saskatchewan regardless of race, religion, color, sex, national origin, disability, age, creed, marital status, public assistance status, or sexual orientation.
- II. Students currently enrolled (Full time/Part time) in the University of Saskatchewan shall be identified as **regular members**. They are permitted to hold voting privileges and executive positions in the association.
- III. Alumni and staff at the University of Saskatchewan shall be identified as **associate members**. They shall not be eligible to hold voting privileges and executive positions in the association.
- IV. To become a member of the ISA, one has to sign up through an ISA membership form.
- V. The organization reserves the right to deny/revoke membership with the consent of 2/3 of the executive committee (defined in Article 4).
- VI. Members are informed of ISA activities, events through the blog and/or its Facebook page.
- VII. Any executive member may be impeached for misconduct (to be defined by the organization). He/she shall be given a seven days' notice and an opportunity to defend him/herself. This impeachment vote shall require a 2/3 majority of the executive committee (defined in Article 4).

Article 4: Office and Duties

- I. All executive members are elected by and hence accountable to the regular members of the association.
- II. They must report activities of their position to other members of the executive, particularly the President, at
- III. All executive members are responsible for the actions and guidance of ISA.
- IV. All executives may be assigned additional duties as assigned by the president.
- V. The list of ISA Executives and their respective duties are:

President

- Officially represents the organization
- Oversees all activities of the club
- Organizes executive meetings and prepares agenda for the meetings
- Primary person to lead all meetings
- Maintains flow and efficiency of the meetings as well as keeps them on task and encourages other members to speak on issues and subjects.
- Solves disputes among officials and within committees
- Motivates and encourages others on the committee to be active
- In charge of delegation for additional duties or in the case that duties are not being met
- Acts as co-signer on all financial documents and cheques
- Implementation and overseeing of the annual code of conduct (Article 13).

Vice President of Finance

- Maintaining accurate and up-to-date accounts of club funds
- Responsible for disbursing funds in accordance with goals and events
- Management of the bank account
- Manages all records of revenue and expenditures according to standard accounting principle.
- Takes responsibility of keeping all financial and business records.
- Responsible to assist the president in overseeing financial affairs
- Act as co-signer on all financial documents and cheques

Vice President of Academics

- Monitors and communicates research activities and other academic affairs at the University of Saskatchewan to the student body through emails and other forums.
- Oversees all student academic affairs and ensures a positive experience to the student body
- Coordinates and manages academic services for the student body
- Provides guidance to students at or applying to the University of Saskatchewan as a representative through social media

- Plans academic improvement events for ISA members and U of S students

Vice President of Events

- Responsible for planning and organization of social events
- Promotes inter-cultural awareness and develops programs to enhance student experience
- Oversees and writes development documents such as fundraising proposals, sponsorship packages, and other material to external audiences
- Responsible for contacting + coordinating performers for events
- Setting the agenda and sequence of events for the event
- Assume duties of president in their absence
- Responsible for confirming appropriate venue for events and catering

Directors of Promotions (2)

- Promote club events through social media (Facebook, Instagram, Email)
- Create an aesthetic look for the club, including designing club logo, club cards, displays,
- Maintains all work in well maintained google drive accounts for ISA
- Explore different means of promoting the club on and off campus (such as radio stations, other university/colleges)
- Responsible for updating website and sending regular promotional emails
- Maintains ISA website, blog, publications and other social networking sites on a regular basis.
- Responsible for creating posters for events –must be proficient in Photoshop or equivalent software
- Maintains the YouTube Account and plans videos for promotions
- Works closely with VP Events to create posters

Directors of Communications (2)

- Keeps records of meetings and history of the organization
- Reports general membership issues and concerns to the executives
- Provides assistance to the president and director of promotions in sending emails
- Takes meeting minutes and makes meeting minutes available for all executives
- Keeps records of membership
- Responds to most concerns that are sent through the ISA Facebook accounts and emails
- Responsible for all media relations and branding strategies of the association
- Take care of volunteer recruitment/on-site training/logging volunteer hours
- Creates polls and manages voting when necessary for events that will be planned in ISA

- Assists the Director of Promotions in sending the monthly emails about the organization

Director of Cultural Events

- Promotes and raise awareness about Indian cultures through functions and events through a secular perspective
- Promotes intercultural bonding and exchange
- Assists the Vice President of Events organize events and activities
- Assists with coordinating all fundraising activities for ISA
- Acts as a liaison between the executives and donors
- Seeks out sponsorship and support programs and ISA events
- Communicates with the student body regarding positive representation within events in a culturally appropriate manner.

Director of Sports Events

- Creates plans for and organizes sports events
- Decides for venues, dates, times, and all sport-related events
- Maintains good relations with organizations from other universities
- Plan events with residence and/or PAC in order to promote healthy lifestyles
- Plans intramural and intra-club activities with the student body

Article 6: Executive Terms of Office

- I. The term of office for all Executive positions shall commence September by 1st and end on August 31st of the following year. The exceptions to these terms are listed in the points III through VI.
- II. The president shall be elected prior to August 15.
- III. In case that a position is vacant on September 1st, they may begin their term on a date following the election during the school year.
- IV. A term may end early in the case of an executive choosing to resign from their position (Article 7), or Impeachment (Article 8).

Article 7: Resignation

- I. Any executive or junior executive may step down from their position with a two-week notice to the President.
- II. A two-week notice could be replaced with an immediate notice in the case that the executive has no ongoing projects 30 days following the notice.
- III. In the case that points II and I are not met, the president holds the right to hold off on signing their name for Co-Curricular Record credit if the integrity of the ISA was harmed in the process.
- IV. Resignation by the president must be presented to the executive committee with majority (50% + 1) members present.
- V. In the case of presidential resignation, a new president must be chosen through an election amongst the executive committee within 2 weeks.

Article 8: Impeachment

- I. Impeachment of an executives or members may be in effect upon the violation of the ISA code of conduct, ISA constitution, USSU/GSA by-laws, municipal, provincial, or federal laws.
- II. A written complaint, with a clear mention of the violation, must be submitted to the President for the member or executive to be considered for impeachment.
- III. Any member may be removed from his/her position if voted on by two thirds of the current Executive committee.
- IV. An Executive member may appeal in writing at which time a General Meeting must be called within two weeks by the President or Acting President. All members shall be allowed to vote, and a simple majority is required for the removed Executive member to be reinstated.
- V. Impeachment of the President must follow the same procedure as any other position.

Article 9: Executive Elections

- I. The election of a new club Executive must be completed within the first two weeks of August to ensure a smooth transition from the old Executive to the new Executive.
- II. Prior to the election, the Executive shall appoint a Chief Election Officer (CEO). The CEO must be a person who is not running in the upcoming election and the Executive will have the option of setting aside a monetary stipend if required to be better able to find a qualified neutral party.
- III. The CEO shall not vote in the upcoming election.
- IV. Voting can take place in person (Secret Ballot) or through email correspondence sent to a designated member and the results will be communicated promptly.
- V. The CEO shall be responsible for all duties associated with the upcoming election and shall provide proper notice to all club members of the upcoming election.
- VI. No member shall be allowed to run for or hold any single executive position for period greater than two years.
- VII. In the event that only one person accepts the nomination for any position, this individual will be considered elected through acclamation.
- VIII. Executive may call a by-election to fill a vacant position.

Article 10: Transition of the Executive

- I. During the period from the end of the second week of August until the first day of September, when the new Executive will assume office, it is the responsibility of the departing Executive to orient the newly elected executive officers to their jobs.
- II. The transition support includes teaching the incoming executive about club and USSU/GSA policies and procedures, transitioning custodianship of club records and materials (including office and mailbox keys, locker combinations and all passwords to all club email accounts), and preparing the new Executive to be effective in their roles for the next year's work.

- III. It is the responsibility of the departing President and VP Finance to bring all accounts up to date to the end of the fiscal year, and to prepare any required financial statements of the club.
- IV. In addition, the outgoing President and VP Finance must arrange with the respective incoming Executive for the transition of the club bank accounts to the incoming President and VP Finance.
- V. These tasks are to be completed and their outputs delivered to the new Executive no later than the last day of August.
- VI. It is the responsibility of the incoming executives to assume custody of all club records and materials and accountability for all financial activities of the club and for all club requirements.
- VII. The President may invite former executive members to attend executive committee meetings for added perspective. However, guests may not act as voting members in the committee, unless otherwise discussed.

Article 11: Meetings

- I. The President may call an Executive meeting at any time, on at least 24 hours notice.
- II. There shall be at least one regularly scheduled Executive meeting per month during the academic year (September to April).
- III. Meetings must be attended by all executive members, unless otherwise stated, or in accordance to the Code of Conduct (Article 13).
- IV. At least one general meeting must be held and attended by at least 10% of the membership.
- V. The agenda of meetings will be set by the president and meeting minutes will be recorded at each meeting by a director of communications.
- VI. All meetings must be headed by a President, unless the task is delegated on the President's discretion.

Article 12: Finances

- I. ISA finances are to be managed by the Vice President of Finance, in consultation with the president, and kept separate from any other group.
- II. ISA Executives shall receive no wages from their commitment to ISA. However, reimbursements in the case of expenditure may be provided.
- III. Financial reports must be presented monthly at executive meetings and at each General Members Meeting.

Article 13: Executive Code of Conduct

- I. The President is responsible for the creation of an annual Executive Code of Conduct to ensure consistency within the committee.
- II. The Executive Code of Conduct shall act as a secondary governing document to the ISA constitution, applying to only executive and junior executive members of

- the club.
- III. The Executive Code of Conduct must be read and unanimously approved by all members of executive committee.
- IV. Violation of the Executive Code of Conduct is to be considered as an appropriate ground for a complaint regarding impeachment (Article 8).

Article 14: Amendments

- I. This constitution shall comprise the operating basis of the Indian Students Association.
- II. Any major amendments to the Indian Students Association constitution need to be voted by two-thirds of the executive council at which point the amendments must be ratified by a two-thirds vote of the club membership at a general meeting.
- III. A copy of the amended constitution must be submitted to the USSU/GSA within two weeks of ratification.
- IV. Each year the newly elected board panel may make amendments to the constitution as they see fit prior to the start of the next academic year.

Article 15: Dissolution

- I. The club shall cease to exist upon a vote for dissolution by two-thirds of the executive committee.
- II. All assets of the club shall be donated to a charity picked by the executive committee prior to dissolution.
- III. In the case of dissolution, another student group registered with the USSU/GSA/University of Saskatchewan may use the name India Students' Association (ISA).