



**Graduate Students' Association - University of Saskatchewan**  
**Council Meeting Agenda**  
**Tuesday October 15, 2019 - 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	1-2	<i>Decision</i>
3	Council Orientation	3-10	<i>Information</i>
4	Approval of the minutes from September 24, 2019	11-19	<i>Decision</i>
5	Information to be received	20-26	<i>Decision</i>
	A. Executive meeting minutes from September 9, 2019		
6	Executive reports	27-33	<i>Information</i>
	A. Report of the President		
	B. Report of the VP External		
	C. Report of the VP Finance and Operations		
	D. Report of the VP Student Affairs		
7	Committees of Council	34-36	<i>Decision</i>
	A. Motion to approve nomination for Budget and Finance Committee		
	B. Motion to approve nomination for Bursary Selection Committee		
	C. Motion to approve nomination for Governance Committee		

- D. Motion to approve nomination for Code of Ethics and Discipline Committee
- E. Motion to approve nomination for Health and Dental Committee
- F. Motion to approve nomination for Awards Selection Committee
- G. Motion to approve nomination for Diversity Committee
- H. Motion to approve nomination for Sustainability Committee
- I. Motion to approve nomination for Event Organizing Committee
- J. Motion to approve nomination for Elections and Referenda Committee

8 Other business/Announcements

*Information*

9 Adjournment

*Decision*

*Next Meeting: November 5<sup>th</sup>, 2019.*



University of Saskatchewan Graduate Students' Association

## GSA Council Manual

Prepared by Ziad Ghaith  
(*GSA Chair, 2018-2019*)

Updated by the current GSA Chair.

*The GSA operates on Treaty 6 Territory and the Homeland of the Métis Nation.*

# 1. University of Saskatchewan Graduates' Students' Association

The Graduate Students' Association (GSA) is a not-for-profit organization that represents all graduate students at the University of Saskatchewan. The GSA provides professional, academic, and social activities and services, and promotes awareness of issues relevant to graduate students. All graduate students at the University of Saskatchewan are members of the GSA and thus have the right to vote in elections, referenda and at general meetings. The general membership is the highest decision-making body of the GSA.

## 1.1. GSA Mission

The mission of the Graduate Students' Association is:

- To cultivate a positive experience for graduate students
- To advocate for unique needs and concerns of graduate students
- To foster a cohesive graduate student community
- To build positive relationships with other organizations.

## 1.2. GSA Membership

There are three classes of membership for the Association:

- **Regular members:** All graduate students registered in the College of the College of Graduate and Postdoctoral Studies (CGPS) are automatically members of GSA.
- **Associate members:** Postdoctoral fellows at the University who have paid all Association fees in full.
- **Honorary Lifetime Member:** Symbolic membership with no Regular Membership rights or privileges. The title shall be awarded by a majority vote at a General Meeting.

## 1.3. GSA Members rights

**The rights and privileges of Regular Members are:**

- To vote and participate in all Association Elections, By-Elections and Referenda;
- To hold office within the Association;
- To attend meetings of the Association subject to the Bylaws and Policies of the Association;
- To move or second motions at such meetings;
- To speak for or against motions at such meetings;
- To vote in Annual General Meetings or Special General Meetings;
- To access any services provided by the Association; and,
- To gain admission to and/or actively participate in any Association sponsored event and / or program, subject to the restrictions of that particular event and / or program.

**The rights and privileges of Associate Members are:**

- To access any services provided by the Association; and,
- To gain admission to and / or actively participate in any Association sponsored event and / or program, subject to the restrictions of that particular event and / or program.

## 2. Governing Documents

These governing documents contain all information pertinent to the Association, such as its purpose(s), its structure and its governance.

### 2.1. GSA Constitution

- The GSA Constitution includes the fundamental principles of the GSA and how it governed.
- The Constitution may **ONLY** be amended at a General Meeting **by a two-thirds (2/3) vote of Members present.**

### 2.2. GSA Bylaws

- The GSA Bylaws include the rule that govern the Association to govern and regulate its affairs and actions.
- Bylaws may **ONLY** be amended at a General Meeting **by a majority vote of Members present.**

### 2.3. GSA Policies

- The GSA policies define the operations of the Association, such as GSA communication, volunteers and employees' policies etc.
- Policies may be amended by a majority vote of **Council or at a General meeting.**

## 3. GSA Structure

### 3.1. Executive Committee

- The Executive is a sub-committee of the Association and those in position should be registered graduate students with the College of Graduate and Postdoctoral Studies at the University;
- The Executive shall be responsible for the day to day activities of the Association, as specified by the Bylaws and Policies of the Association;
- The Executive shall be comprised of:
  - President;
  - Vice-President Finance and Operations;
  - Vice-President Academic and Student Affairs;

- Vice-President External Affairs;
  - Indigenous Liaison
- The President and Vice-Presidents shall act as the Board of Directors;
- The composition of the Board shall adhere to those outlined in section 92 of the Saskatchewan Non-Profit Corporations Act, 1995. If section 92(4) is not fulfilled, the GSA delegates to Council the authority to take the necessary steps to ensure compliance;
- Council, by recommendation from the Elections and Referenda Committee, may choose to appoint the Indigenous Liaison and one other member of Council to the Board, both of whom shall be resident Canadians as defined by the Saskatchewan Non-Profit Corporations Act, 1995;
- If not applicable, appoint two members of Council to the Board, both of whom shall be resident Canadians as defined by the Saskatchewan Non-Profit Corporations Act, 1995;
- The Board shall meet at least once (1) per Fiscal Year, and in accordance with the Saskatchewan Non-Profit Corporations Act, 1995;
- With the exception of the Indigenous Liaison, the Executive shall be elected in a general election of the Membership to be held before the end of the current fiscal year;
- The term for the Executive is from May 1 to April 30.

### 3.2. GSA Council

- There shall be a Council of the GSA which shall serve as the policy, political and advocacy body of the organization;
- Members of Council are:
  - The Executive;
  - Regular Members who are:
    - The designated graduate student representatives of Academic Councils;
    - The designated graduate student representatives of the Indigenous Graduate Students' Council.
- With the exception of the Executive, Council members shall be elected according to the constitution and bylaws of their respective Academic Council.

## 4. GSA Council Role

### 4.1. Council members duties

The duties of a Councillor shall include, but are not limited to:

- Representing their Academic Council;
- Attending all Council Meetings;
- Serving on Association Committees;
- Ensuring the well-being of the Association; and,
- Being familiar with all governing documents including the Saskatchewan Non-Profit Corporation Act, 1995

Voting Councillor Allocation for each Academic Council:

- One (1) for an Academic Council containing **less than one hundred (100)** Regular Members;
- Two (2) for an Academic Council containing **one hundred (100) or more** Regular Members

#### 4.2. Removal of a Councillor

- A Councillor will be suspended if the allocated voting seat for their Academic Council is vacant for two (2) or more consecutive, or three (3) per academic year, duly called Council meetings regardless of whether regrets were sent. The Councillor shall be suspended for the next two (2) Council meetings, at the discretion of Council Chair;
- If a Councillor is absent for one (1) duly called Council meeting, the Council Chair shall warn that any further vacancy will result in their suspension;
- The Council Chair shall notify an Academic Council if their Councillor has been suspended;
- Any Councillor may be deemed ineligible to sit on Council by a two-thirds (2/3) vote of Council, usually on recommendation from the Code of Ethics and Discipline Committee;
- Should a Councillor be removed, the Chair will inform their Academic Council;
- A Councillor's eligibility is removed when they are no longer a Regular Member;
- The Council Chair is charged with notifying both Council and the appropriate Academic Council when a Councillor is removed.

#### 4.3. Council Meetings

Council will meet regularly as follows:

- Once in the spring term (May – June);
- Once in the summer term (July – August);
- Monthly over the fall and winter terms (September – April).
- Regular Council meetings must occur on a business day
- The meeting schedule are posted on the Association website

#### 4.4. Council Rule of Orders

All business of the Association shall be conducted using Robert's Rules of Order unless a motion has been approved by a majority of voting members, as put forward by those required to attend the meeting.

### 5. Robert's Rules of Order

Robert's Rules of Order are set of rules for conduct at meetings that allows everyone to be heard and to make decisions without confusion. Robert's Rules of Order originally published by Henry Martyn Robert in 1876, ten subsequent editions with some revisions have been published since then.

## 5.1. Motions

A motion is a formal step to introduce a matter for consideration by a group. Motions can be oral or written.

**Any GSA Council or Alternate member can:**

- Move motions
- Second motions
- Debate motions
- Vote on motions

**Making a motion:**

- Written motion can be sent to the Council chair upon email notification of calling for agenda items to be added to the agenda
- Oral motion. The process of oral motion should be as following:
  - Obtain the floor and wait until the Council Chair recognize you
  - Make your motion, speak clearly by saying “ I move that ...”
  - Another member of the Council should second your motion to be open for debate and discussion. If no one second the motion after the Chair call, the motion is lost and will not be debated.
  - Once the motion is moved and seconded, the Chair will state your motion and place it before the members of the Council for consideration or action.
  - **Note:** Once the motion is presented by the Council Chair, it cannot be changed without a consent of the members.
  - Once the motion is stated, the mover and any other member can speak to it (not at the point of moving it). Mover has right to speak first.
  - Any comments or debate must be directed to the Chair not to the members.

**Example<sup>1</sup>:**

*Member rises and addresses the chair:*

*Mr./Madam Chair.*

*Chair recognizes member (by title or name).*

*Member makes the motion.*

*I move that...*

*Another member seconds the motion.*

*I second the motion.*

*The chair states the motion and opens debate.*

*It is moved and seconded that...*

*Is there any debate? Or Are you ready for the question?*

*Chair recognizes members wishing to speak.*

*After debate concludes. Chair restates the motion and puts the question to a vote.*

*The question is on the motion to...*

*Those in favor of the motion. Those opposed. Those abstaining.*

*Chair announces the result of the vote and what action will be taken.*

*the motion is adopted. We will ...*

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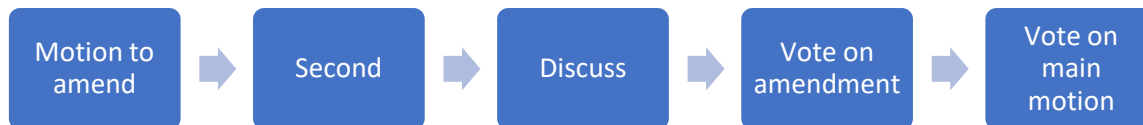
<sup>1</sup> This example was adopted from [www.pta.org](http://www.pta.org)



### Amending a motion:

Amendment is a motion to change the wording of a main motion before voting on it. Usually this happens if new insights or information arise as a result of discussing or debating a motion.

Any amendments need a mover and seconder. Once the amendment is moved and seconded, discussion on amendment should happen and then a vote take place only on the amendment. This vote will **ONLY determine whether the motion is amended or not. It does not determine if the main motion is approved. After all the amendments are voted on, the debate on the main motion is resumed in its amended form.**



There are two types of amendments:

- Primary amendment: applies to the main motion
- Secondary amendment: applies only to the primary amendments

Amendment to the third degree is **not allowed**.

### Methods of Amending

- Striking: I move to amend the motion by striking out the word “GSA.”
- Inserting: “I move to amend the motion by inserting the word” Saskatchewan after the word “University”
- Striking and inserting: “I move to amend the motion by striking out the word “GSA” and inserting the word “Association”

**Important:** amendments should not change the essence of the main motion, if the chair determines that the amendments strikes to the heart of the motion. a new motion would need to be moved.

### Important terminology:

- **Calling the question:** is asking to stop the debate on the motion or amendment and vote. This requires 2/3 majority of the assembly.
- **Point of order:** every member is obligated to ensure that all rules are followed. If any member feels that the rules are not followed, any member can raise it immediately. Once the point of order is raised the Chair is obligated to turn to you and ask you to state your point, then the Chair will clearly state that your point is well taken or not, based on whether your point is valid or not.

## 5.2. Council Minutes

- The recording secretary of the GSA takes minutes of every Council meeting. These minutes are unofficial until they are approved by the Council.
- Draft minutes will be posted on the Association website within one (1) week of a Council, General or Executive committee meeting.
- Approved minutes will be posted on the Association website within forty-eight (48) hours of approval.
- The Council Attendance Record shall be included in the minutes of a Council meeting.
- Minutes are recorded as following:
  - **Open session:** minutes are recorded and posted on the GSA website.
  - **Confidential session:** minutes are recorded but not posted on the website.
  - **In Camera session:** no minutes are recorded.

**Note:**

Please direct any questions to the Council Chair at: [gsa.chair@usask.ca](mailto:gsa.chair@usask.ca)



University of Saskatchewan  
Graduate Students' Association  
GSA Council Meeting Minutes  
Tuesday September 24 2019. 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

The Acting Chair of Council officially called the meeting to order at 5:11pm.

Mr. Osai Clarke acted as the recording secretary for the meeting.

### 2. Approval of the agenda

The Acting Chair asked if there were any amendments to be made to the as circulated agenda.

VP Fonseca put forward 2 amendments namely:

- Removal of item **10.O.** Plant Sciences Graduate Students Association
- And add the "Indian Student Association" as item **10.O.**

Motion to amend the agenda (Fonseca/Alam)

Carried

*Motion to approve the agenda as amended. (Murray/Alam)*

Carried

### 3. Election of GSA Chair and Chief Electoral Officer

*Motion to elect GSA chair and chief electoral officer. (Rengifo/Fonseca)*

Carried

The Acting Chair (Reggie) handed the floor over to the President Rengifo who mentioned that the former chair Reggie has shown interest in continuing on as the council meeting chair for the new academic year. President Rengifo briefed the councillors on the duties of the GSA Chair and Chief Electoral officer, then shortly opened the floor up to nominations but after 3 attempts no one volunteered themselves or their colleagues.

Reggie was allowed to share a few things about herself so the councilors could understand why she would make a good chair during the 2019/2020 academic year. Once Reggie was done with her speech, she was asked to leave so councilors could vote.

There were 28 votes in support of Reggie as the Chair and Chief Electoral Officer. There were no votes in opposition to Reggie's election.

President Rengifo invited Reggie back into the meeting where she informed her of the result and handed the floor back to her to chair the current meeting.

Reggie thanked Councillors for the vote of confidence and continued with the meeting.

#### **4. Approval of the minutes from August 13th, 2019**

The Chair asked if there were any amendments to be made to the August 13<sup>th</sup>, 2019 minutes.

Councillor, Sahtout put forward the following friendly amendment to Item 6B.

Item 6B:

President Rengifo invited former President of the GSA, Sahtout to speak on the University's earlier decision regarding work terms for international students on implied status. This refers to students who are currently in the process of renewing their study documents. According to the Government of Canada these students are seen as no longer holding a valid study permit and may no longer be authorized to work. President Rengifo shared that however, the University's decision now states that international students on implied status will be eligible to engage in on campus employment during this period, which was welcoming news.

Item 6B should now read;

President Rengifo invited former President of the GSA, Sahtout to speak on the University's earlier decision regarding work terms for international students on implied status. Implied status refers to students who are currently in the process of renewing their study documents. Under Implied Status, students can continue to follow the conditions of their original study permit until a decision is made (whether it is approval of renewal or rejection of renewal). While the Government recognized the conditions of the original study permit under Implied Status, the employer may choose to no longer authorize students to work, as was the original decision of the University in the 2018/2019 academic year. President Rengifo shared that the University has reversed this decision and international students on implied status will be eligible to engaged in on campus employment, which was welcoming news.

*Motion to approve August 13th minutes with friendly amendment. (Schulte/Church)*

**Carried**

## 5. Information to be received

- a) July 17, 2019 Executive meeting minutes
- b) August 21, 2019 Executive meeting minutes

*Motion to receive agenda item 5A and 5B. (Murray/Church)*

**Carried**

## 6. Executive reports

### A. Report of the President

President Rengifo thanked new and continuing councillors for their active participation. The President also thanked her predecessor former president Sahtout for assisting greatly in the current running of the GSA and volunteering to be an academic councillor.

The president kept her report brief, focusing on the following 4 areas:

1. Mental health- the GSA is currently working with PSAC and the Student Wellness Centre to put on an event for mental health awareness.
2. Student-supervisor agreement - there was a meeting with the acting associate dean of CGPS to move forward with it. In the meantime, a student manual is being generated to guide graduate students, so they understand the regulations and policies at the university.
3. Networking and student engagement with community- in collaboration with Random Acts of Green, the GSA held its first workshop centered around tackling man-made climate change. Other networking events to follow are: the graduate research conference, the three-minute thesis competition (3MT) and the student awards gala.
4. Incoming student resource checklist - this 1-page document has been composed to assist students who may have come later on in the semester and missed out on all the orientation activities.

The Chair asked if they were questions for the President.

Question from Ibtisham: What is the GSA doing to help international students cope with the rising tuition cost with no accompanying rise in scholarship?

President Rengifo: We are working with CGPS to see if there are scholarships and financial aid to help decrease this burden, additionally the GSA has its own needs-based bursary to help out the most financially distressed students.

## **B. Report of the VP Finance and Operations**

VP Alam welcomed the councillors and informed them that the GSA executive with the assistance of the Office Manager was able to hire Olatunji Olabiyi as one of the coordinators at the commons. Additionally, VP Alam briefed the councillors on the GSA bursaries letting them know that 10 bursaries were awarded during the Spring/Summer semester and is expecting to be able to award 23 bursaries during the Fall term. He asked all council members interested in assisting with the bursary applications to register to serve on the GSA Bursary Selection committee as soon as possible as the actual bursary application period is expected to open mid-October.

VP Alam ask the councilors to spread the word about the GSA bursaries as it could significantly help those students most in need.

There were no questions for VP Alam.

## **C. Report of the VP Student Affairs and Fall Orientation Report**

VP Fonseca shared with the attendees that the orientation was a success and there were approximately 800 students in attendance at the BBQ. Some of the leftover food was given to PSAC for their BBQ the next day to reduce any wastage. VP Fonseca also reminded councillors of the Fall wine and cheese event to be held at the commons on Friday the 27th of September from 5 to 10 pm. She shared that non-alcoholic beverages will be available at the event.

There were no questions for VP Fonseca.

## **D. Report of the VP External**

VP Ezekwesili briefly addressed the councilors focusing on 3 areas namely:

- 1) Adopt-a-plot program- where approximately 525 pounds of fresh produce was harvested to help feed many families and individuals through the initiative.
- 2) Health chats- there will be 6 events for the Fall, 3 of which are scheduled for October which includes first aid training, self-defense and thirdly consent and dating in Canada chat.
- 3) Zumba classes- the first class will be held on the 4th of October

There were no questions for VP Ezekwesili.

## **7. Checklist for New Graduate Students**

President Rengifo elaborated on the checklist and made note of a few things for example; the last date to opt out of the Health and Dental Plan and asked the gathering to give the document a read and send their suggestions to her so it can be added before forwarding same to CGPS.

#### 8. Appointment of 2 GSA Board members as per the GSA Constitution (Section 6.4)

The chair shared with given that all the current GSA executives were international students, two permanent residents or citizens of Canada had to serve on the Board, as per the Saskatchewan Non-profit Corporations Act 1995

Selina Schut and Breanne Murray put their names forward to be appointed.

*Motion to appoint Selina Schut and Breanne Murray as GSA board members. (Rengifo/Koop).*

Carried

#### 9. Appointment of 2 Representatives to the University of Saskatchewan Student Forum

The chair explained that the representatives meet 4 to 5 times a year to discuss student concerns and the terms of reference are included in the September agenda document.

Lindsay Church and Mostafa Kamal put their names forward to be representatives.

*Motion to appoint Lindsay Church and Mostafa Kamal as representatives to the University of Saskatchewan Student forum. (Murray/Oldach).*

Carried

#### 10. Ratification of Social Clubs for 2019/2020

Each social club was allowed a representative to briefly tell the councilors about their club before ratification.

A. ASHRAE

Representative: Hadi Ramin

*Motion to ratify the ASHRAE. (Fonseca/Schut).*

Carried

B. Bangladeshi Students' Assoc.

Representative: Husna Rahman

*Motion to ratify the Bangladeshi Students' Assoc. (Fonseca/Oldach).*

Carried

C. Brazilian Students' Assoc.

Representative: Jose Alvim Berkenbrock

*Motion to ratify the Brazilian Students Association of the University of Saskatchewan. (Fonseca/Murray).*

Carried

D. International Students' Assoc.

Representative: Akinwande Akingbehin

*Motion to ratify the International Students' Assoc. (Schulte/Fonseca).*

Carried

E. Nepalese Students' Assoc.

Representative: Pashupati Bhanddari

*Motion to ratify the Nepalese Students' Assoc. (Imran/Schut).*

Carried

F. Pakistani Students' Assoc.

Representative: Fahar Ibtisham

*Motion to ratify the Pakistani Students' Assoc. (Imran/Fonseca)*

Carried

G. U of S AAPS-American Assoc. of Pharmaceutical Scientists Chapter

Representative: Saniya Shiraz Alwani

*Motion to ratify the U of S AAPS-American Assoc. of Pharmaceutical Scientists Chapter. (Fonseca/Schut).*

Carried

H. USASK IEEE PES Student Branch Chapter

Representative: Alireza Zia

*Motion to ratify the USASK IEEE PES Student Branch Chapter. (Fonseca/Murray)*

Carried

I. Let's Talk Science

Representative: Jude Okolie

*Motion to ratify Let's Talk Science. (Fonseca/Rengifo).*

Carried

J. Samadhi Meditation Students' Club

Representative: Jesus Corona-Gomez

*Motion to ratify the Samadhi Meditation Students' Club. (Fonseca/Rengifo.)*

Carried

K. Tox on Tap

Representative: Alana Weber



*Motion to ratify the Tox on Tap. (Oldach/Fonseca).*

Carried

L. Women in Chemistry

Representative: Morallba Dominguez Garcia

*Motion to ratify Women in Chemistry. (Fonseca/Murray).*

Carried.1 Abstention. Rengifo

M. Nigerian Students Association

Representative: Denise Damifiberesima

*Motion to ratify the Nigerian Students Association. (Rengifo/Fonseca).*

Carried

N. Satellite Rotary Club

Representative: VP Fonseca shared some information about the social club in the absence of a representative from the club.

*Motion to ratify the Satellite Rotary Club. (Rengifo/Imran).*

Carried

O. Indian student association

Representative: Dharama Teja Yalamanchili

*Motion to ratify the Indian Students Association. (Oldach/ Fonseca).*

Carried

## 11. Other Business/Announcements

No announcements

## 12. Adjournment

*Motion to adjourn (Fonseca/Rengifo) at 6:59pm.*

Carried

## Appendix A

[illegible]

[illegible]



**University of Saskatchewan - Graduate Students' Association  
Executive Meeting Minutes  
September 09, 2019**

**Present:** Mery Mendoza (President), Mohammad Wajih Alam (VP Finance and Operations), Chiamaka Ezekwesili (VP External), Alejandra Fonseca (VP Student Affairs).

**Regrets:** None

**Absent:** None

**Guest:** Fahar Ibtisham

**1. Call to Order / Opening Remarks**

The President called the meeting to order at 6:05 pm.

**2. Approval of the Agenda**

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

The President added three items for action/discussion:

4.5 *GSA Office Manager Vacation*

4.6 *Teaching, Learning and Academic Resources Committee (TLARC)*

5.6 *Random Acts of Green*

*Motion: To approve the agenda as amended.*

*Moved: VP Student Affairs*

*Seconded: by VP Finance and Operations.*

*Vote All in Favour, Motion carried.*

**3. Approval of the August 21, 2019 Executive Meeting Minutes**

Motion: Postpone to next GSA executive meeting.

*Moved: VP Student Affairs*

*Seconded: VP Finance and Operations.*

*Vote All in Favour, Motion carried.*

#### 4. Items for Action

##### *4.1 Social Clubs Ratification*

The VP Student Affairs has received a number of applications for the ratification of social clubs and she would like to bring this forward for ratification at the next council meeting.

*Motion: To bring the Social clubs' ratification to the council.*

*Moved: VP Student Affairs*

*Seconded: VP Finance and Operations.*

***Vote All in Favour, Motion carried.***

##### *4.2 Purchasing Mats for GSA Commons*

The VP Student Affairs mentioned that the executives had received an email from the Office Manager regarding the purchase of mats with GSA logo for GSA Commons. As the proposed mats were expensive and the current mats were serving the intended purpose, the executives decided not to go ahead with this. The VP Finance and Operations mentioned that he would work closely with the Office manager for other alternatives.

*Motion: To forgo the purchase the mats with GSA logo and look for an alternative.*

*Moved: VP External*

*Seconded: VP Finance and Operations.*

***Vote All in Favour, Motion carried.***

##### *4.3 Pakistani Student Association (PKSA) funding request*

The President had previously received a funding request from the PKSA and had therefore invited one of the PKSA executives to join the Executive Meeting. The PKSA General Secretary, Fahar Ibtisham, attended and represented PKSA. The President welcomed Fahar to the Executive meeting and asked for a brief description of the event.

Fahar first thanked the executives for being active and for the hard work the GSA does to improve the academic experience of graduate students on Campus; he then followed by explaining that, once a year, PKSA arranges a get-together welcome party for all Pakistani students, usually as close

to Eid (Muslim event) as possible in order to also provide a sense of celebration for those away from home during Islamic holidays.

According to Fahar, such gatherings offer unique opportunities for new and current Pakistani students with similar cultural backgrounds to get to know each other, additionally allowing for a sense of “home away from home”, to build friendships, and to have similar religious/cultural holidays celebrated together. This welcome event will also be an opportunity for other clubs/associations to introduce themselves and recruit in a more intimate setting.

Their goals include providing new students with Pakistani heritage chances to make friends with established students and a place to feel comfortable while they learn and adapt to a new setting, whether they are first time university students or foreign graduate students coming to Canada for the first time. PKSA is taking input from current graduate students who struggled to settle down during their first few months here in Saskatoon due to a lack of an adequate support system being in place.

They are expecting 20-30 students to attend and will charge 5 dollars for non-student members to cover the cost of food. Additionally, they plan to invite executive members from different social groups. The VP External thanked Fahar for explaining the event and the President opened the floor for questions. The VP External asked Farah to clarify the goal of the event; Fahar stated that the event will bring students together (Social gathering, family get-together). The VP Finance and Operations asked where the event will take place; Fahar answered that the event will take place on-campus but they have not selected any venue, date, or time, all of which are contingent upon financial support from GSA.

The VP Student Affairs asked what type of food will be served; Fahar mentioned that traditional food will be served and they will need to order it from a restaurant which is providing them food at a subsidized cost. The VP Student Affairs asked if PKSA had submitted an application for renewing the ratification of the social group for the new academic year; Fahar mentioned that PKSA had just submitted the ratification application before the meeting. The President asked if they had asked for funding from other organizations; Fahar mentioned that most organizations do not provide monetary support but they will provide food at a reduced cost.

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. The President indicated that the decision is based on the budget and not on the event and she thanked Fahar for providing the proposal and further information. She communicated that the decision will be made and will be communicated via email.

Since the date and venue of this event were not provided, the GSA executives decided to put a hold on the decision of financial support until further information is provided. Regardless of the funds that GSA can provide, it was unclear if the event will happen. The VP Finance and Operations will contact PKSA again requesting resubmission of the proposal to include a date, a location, and a clear budget.

*Motion: To approve the reschedule of a meeting with PKSA representative where further information will be provided.*

*Moved: VP Student Affairs*

*Seconded: VP External*

***Vote All in Favour, Motion carried.***

#### *4.4 Cheque Remittance*

Whereas GSA bylaws 5.4.3 restricts expenditure amounts above \$500, on any budget line, with the exception of salaries and Executive honorariums, without a majority vote of the Executive.

BIRT that the following expenditures be authorized:

- Payment to Chip Bookkeeping Services Inc. in the sum of \$852.19 issued on July 8, 2019 for bookkeeping services.
- Payment to Bursary recipients with a total sum of \$10,000 (distributed equally to 10 students, \$1000 each) issued on July 8, 2019.
- Payment to Engineering Graduate Community Council (EGCC) in the sum of \$800 for Engineering Graduate Research Conference and orientation for new engineering graduate students issued on July 22, 2019.
- Payment to One Brand Partner in the sum of \$3403.94 issued on July 22, 2019 for orientation swag.

- Payment to Academic council groups in a total amount of 4092.31 which was issued in two checks, for \$1542.54 and \$ 2549.77 on August 31.
- Payment for upgraded sound system in GSA Commons in the sum of \$3987.42 issued on August 30, 2019.
- Payment for upgrading 4 computers in the GSA Commons in the sum of \$3995.76 issued on May 10, 2019.
- Payment for upgrading 2 monitors in the GSA Commons in the sum of \$521.08 issued on May 24, 2019.
- Payment to Wholesale Club in the sum of \$1,328.18 for the purchase of GSA Orientation food items issued on September 2, 2019.

*Motion: To approve the expenditures outlined in this section above.*

*Moved: VP Finance and Operations*

*Seconded: President.*

***Vote All in Favour, Motion carried.***

#### *4.5 GSA Office Manager Vacation*

The GSA Office Manager has requested days-off on Sept. 13th and 16th, 2019. The President asked if any of the executives are available to cover the shift. The VP External agreed to cover the shifts on both days. The President mentioned that she would also join the VP External when needed during those days.

*Motion to approve the Office Manager's two-day vacation to which shifts will be covered by VP External.*

*Moved: President*

*Seconded: VP External.*

***Vote All in Favour, Motion carried.***

#### *4.6 Teaching, Learning and Academic Resources Committee (TLARC)*

As mentioned in the last meeting, the VP Student Affairs has a scheduling conflict between the Teaching, Learning, and Academic Resources Committee and one of her classes, therefore she is



not able to attend these meetings during the fall term. The President asked the GSA Chair to serve on this committee, to which she agreed.

*Motion: To approve the current GSA Chair to sit on TLARC committee.*

*Moved: VP Student Affairs*

*Seconded: VP External.*

***Vote All in Favour, Motion carried.***

## **5. Items for Information / Discussion**

### *5.1 Annual Gala*

The Remai Modern museum has been successfully booked for the Annual Gala event on April 4<sup>th</sup>, 2020. The VP external mentioned that free entrance to museum for attendants will be provided one hour prior to the event, from 4 PM to 5 PM. The GSA will pay a booking fee of 2000 CAD in advance and the remaining amount will be paid next year.

### *5.2 Coordinator recruitment*

The President mentioned that five coordinators work in the GSA and one of them graduated and submitted his resignation letter, consequently, the GSA Coordinator together with the VP Finance and Operations and President, interviewed candidates and recruited a new coordinator. The VP Finance and Operations added that he has also contacted all the applicants who were unsuccessful for this position to inform them that a candidate was already chosen.

### *5.3 Fall Bursary Dates*

The VP Finance and Operations mentioned that the time for fall bursaries is approaching. As such he proposed the call for bursary dates to open on October 15 and the application date will be closed on November 1<sup>st</sup>, 2019. The GSA Bursary Selection Committee will sit and select the possible recipients of the bursaries after the application is closed. He also mentioned that he will ask for the graduate councillors to participate in the GSA Bursary Selection Committee during the next council meeting.

#### *5.4 Social Media*

The VP External mentioned that the executives have been posting separately on Instagram and on Facebook and that it would be easier if the Instagram account is linked with the Facebook account. This way, the posts can be synced and the workload reduced. The executives have seen increase in the number of followers on both platforms for which the President thanked the executives.

#### *5.5 Health Chats*

The VP External mentioned that Zumba classes are going to start on October 4th. As such, she would like to add this information in the GSA newsletter seeking a volunteer Zumba instructor.

#### *5.6 Random Acts of Green*

The President mentioned that she has been approached by Random Acts of Green to promote green living amongst students in their day-to-day lives. The GSA will provide the GSA Commons for this event and will help to promote it through social media and the newsletter. The VP External will serve as MC and this event will be open to all graduate and undergraduate students.

### **6. Other Business**

#### *6.1 Holiday Party*

The VP External added that volunteer appreciation party can be combined with Holiday Party, to which all executives agreed. Further discussion and planning will be done in the future.

### **7. Confidential Session**

### **8. In Camera Session**

### **9. Adjournment of Meeting**

The President asked whether there was any other business arising. There were none.

Motion: To adjourn the meeting

Moved: VP Student Affairs

Seconded: VP External seconded

***Vote All in Favour, Motion carried.***

The meeting was adjourned at 8:13 PM.



## University of Saskatchewan Graduate Students' Association

### President Report to GSA Councilors – October 15<sup>th</sup>, 2019

Dear Members of Council,

In this report you will find a description of two main things that we are committed with:

1. Representation on the Board of governors
2. Student engagement with community

#### 1. Representation on the Board of governors

The GSA has no representation in the Board of Governors however, the importance and need for our participation on the board of governors has been discussed for three years now. The GSA has made considerable efforts and has been in touch with the University Board seeking participation in Board meetings. Moreover, the campus community, represented by University Council, and the wider community, represented by the University Senate, have recognized the concerns of the graduate students, and both have formally adopted resolutions in February 2018 and October 2018, respectively, which recommended steps be taken to support the graduate students request to participate in the University Board of Governors meetings. These recommendations; however, could not be accommodated by the University Board due to the University of Saskatchewan Act, which excludes graduate students from the University Board.

Consequently, a letter has been sent to the Minister of Advanced Education, Honourable Tina Beaudry-Mellor, requesting the amendment of Clause 42 of the University of Saskatchewan Act, 1995, to allow for better representation of graduate students on the University Of Saskatchewan Board Of Governors.

## 2. Student engagement with community

We will continue looking for increasing networking activities that will support our students and help them to have greater experiences and develop communication skills. We are happy to announce that we are working on a list of networking and career building opportunities that soon will be released and held at the GSA commons for all our graduate students. We will continue providing networking opportunities and promoting other events related to networking and career building opportunities that are organized by our partners on campus.

I look forward to continuing working with each of you.

Thank you,

Mery Mendoza

President Graduate Student's Association



**Graduate Students' Association**  
University of Saskatchewan

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October 2019

**RE: VP External's Report to Council**

Dear Council Members,  
Please find below my October report to council:

1) **GSA Guppies**

We are excited to report that **the GSA Guppies have begun and we are playing volley ball and basketball. Come and cheer them!!!!** Please find the sports schedule from:

Volley ball: <https://intramurals.usask.ca/standings/league.php?league=628>

Basketball: <https://intramurals.usask.ca/standings/league.php?league=598>

2) **Health chats**

There are plans to increase the number of health chats for the GSA in collaboration with services available on campus and Student wellness centre. The following listed are the health chats available for the Fall Term to be held in the GSA commons.

	<b>Date</b>	<b>Time</b>
First Aid/CPR (1 day training)	October 12 <sup>th</sup>	8:30am – 4:30pm
Self Defence	October 16 <sup>th</sup>	TBD
Consent and Dating in Canada	October 24 <sup>th</sup>	2pm-3pm
Inquiring minds	November 5 <sup>th</sup>	1pm – 4pm
First Aid/CPR (1 day training)	November 9 <sup>th</sup>	8:30am – 4:30pm
Bringing in the bystander	December 17 <sup>th</sup>	3pm – 4:30pm
Zumba Classes	1 <sup>st</sup> and 3 <sup>rd</sup> Friday of the month	6pm – 7pm

3) **Zumba Classes**

The GSA executives have decided to add a little bit of fun while exercising. We are planning a Zumba class to be held every 1st and 3<sup>rd</sup> Friday of the month (unless stated in the GSA Events Calendar). This starts from 6pm to 7pm. Please watch out on the newsletter to start registering.

4) **Meetings**

The following is a list of updated meetings/events since May, 2019.

<b>S/N</b>	<b>Meetings</b>
<b>1</b>	GSA Executive Retreat
<b>2</b>	Academic Programs Committee Meeting
<b>3</b>	CGPS COUNCIL

<b>4</b>	Provost advisory Committee
<b>5</b>	Student forum
<b>6</b>	DSC Committee Meeting
<b>7</b>	Grad Academic Affairs Committee Meeting
<b>8</b>	Equity and International Committee
<b>9</b>	University Council Meeting
<b>10</b>	Faith Leaders Council
<b>11</b>	U of S convocation
<b>12</b>	72nd Semi-Annual National General Meeting of the Canadian Federation of Students and Canadian Federation of Students at Ottawa
<b>13</b>	Parents on Campus Meeting
<b>14</b>	GSA Academic Council Meeting
<b>15</b>	GSA Executive Meeting

## Monthly Report from the VP Finance and Operations (October 2019)

Good Evening GSA members,

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

As mentioned in the last GSA council meeting, we will be opening applications for the GSA Fall Bursary on October 15<sup>th</sup> until November 1<sup>st</sup>, 2019. This information is now reflected on the GSA website. The graduate students were also sent email and newsletter containing this information. We will also circulate this information via our social media in this week.

I have been receiving numerous emails related to the eligibility, application process, and details related to the documents required which I have been responding to in a timely manner. The GSA Bursary Selection Committee will need to sit together, evaluate and select successful recipients by November 18<sup>th</sup>. The invitation is now open to council members to serve in the GSA Bursary Selection Committee.

Based on the funds that we have available, we will be able to allocate 23 bursaries for this fall term. The GSA President and Executive Team continue to lobby the University Administration for more matching funding for our bursaries.

Additionally, I continue to sit on various committees to improve the graduate student's experience on and off campus.

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

Sincerely,

**Mohammad Wajih Alam**

**Vice-President Finance and Operations**

Graduate Students' Association

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October 2019

**RE: VP Student Affairs Report to Council**

Dear Council Members:

Please find below my September-October report to council.

**1) Fall Wine and Cheese Social**

The GSA Fall Wine and Cheese was hosted at the GSA Commons on Sept 27th, 2019 from 5pm-10pm. This event was very successful. The event had great attendance and around 150 people attended. Food and non-alcoholic drinks were not enough for everybody; for the next Wine and Cheese, it is recommended to purchase more food and wine. There were no leftovers of anything. We hope that the next wine and cheese event will be as successful as this one.

**2) Halloween Movie Night**

The next GSA social event is Halloween night, which will happen on October 31st, 2019. The event will be a series of movies, as last year, there will be 3 movies. The first one a family friendly movie, the second one a classic Halloween movie and the third one a horror movie. Popcorn and non-alcoholic beverages will be provided throughout the night.

**3) Meetings**

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

<b>Date</b>	<b>Meeting</b>
September 25, 2019	Education Committee of the University Senate
September 28 & 29, 2019	Conflict Resolution Workshop





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October 1, 2019	USSU Transit Meeting
October 2, 2019	Graduate Academic Affairs Committee Meeting
October 7, 2019	GSA Executive Meeting

Committees of Council		
Committees	Membership	Notes
<b>Budget and Finance Committee</b>	<ol style="list-style-type: none"> <li>1. VP Finance and Operations</li> <li>2. President</li> <li>3. Nishit Gandhi (Regular/general member)</li> <li>4. Kinsuk Sarker (Regular/general member)</li> <li>5. Swapnil Srivastava (Regular/general member)</li> </ol>	<ul style="list-style-type: none"> <li>• At least two (2) Councillors or Alternate Councillors needed.</li> </ul>
<b>Bursary Selection Committee</b>	<ol style="list-style-type: none"> <li>1. VP Finance and Operations</li> <li>2. VP Student Affairs</li> <li>3. Doug Fansher (Councillor)</li> </ol>	<ul style="list-style-type: none"> <li>• Two (2) more Councillors or Alternate Councillors (who must not be from the same department) are needed.</li> </ul>
<b>Governance Committee</b>	<ol style="list-style-type: none"> <li>1. President</li> <li>2. Council Chair</li> <li>3. Phillip A. Radetzki (Regular/general member)</li> <li>4. Zi Ling (Scarlett) (Regular/general member)</li> <li>5. Priya Goundar (Regular/general member)</li> <li>6. Emediong Etukudo (Regular/general member)</li> <li>7. Naheda Sahtout (Councillor)</li> </ol>	<ul style="list-style-type: none"> <li>• One more member of the Executive needed.</li> <li>• At least one (1) more Councillor or Alternate Councillor needed.</li> </ul>
<b>Code of Ethics and Discipline Committee</b>	<ol style="list-style-type: none"> <li>1. Council Chair</li> <li>2. Rohini Vijayan (Regular/general member)</li> <li>3. Gurinder Dhanju (Regular/general member)</li> <li>4. Emediong Etukudo (Regular/general member)</li> <li>5. Phillip A. Radetzki (Regular/general member)</li> </ol>	<ul style="list-style-type: none"> <li>• At least two (2) Councillors or Alternate Councillors, needed.</li> </ul>

Health and Dental Committee	<ol style="list-style-type: none"> <li>1. VP External</li> <li>2. VP Finance and Operations</li> </ol>	<ul style="list-style-type: none"> <li>• Two (2) Councillors, needed.</li> </ul>
Awards Selection Committee	<ol style="list-style-type: none"> <li>1. VP External</li> <li>2. President</li> <li>3. Nataliia Zakharchuk (Regular/general member)</li> <li>4. Hadi Ramin (Regular/general member)</li> <li>5. Kathy Wang (Regular/general member)</li> </ol>	<ul style="list-style-type: none"> <li>• At least (2) Councillors or Alternate Councillors needed.</li> </ul>
Diversity Committee	<ol style="list-style-type: none"> <li>1. VP External</li> <li>2. Indigenous Liaison</li> <li>3. Kathy Wang (Regular/general member)</li> <li>4. Zaki Hasan (Regular/general member)</li> <li>5. Sukanya Pati (Regular/general member)</li> <li>6. Pearl Masa (Regular/general member)</li> </ol>	<ul style="list-style-type: none"> <li>• At least one (1) Councillor or Alternate Councillor who belongs to the groups outlined in the Terms of Reference needed.</li> </ul>
Sustainability Committee	<ol style="list-style-type: none"> <li>1. Indigenous Liaison</li> <li>2. VP External</li> <li>3. Khaled Zoroufchi Benis (Regular/general member)</li> <li>4. Irini Soubry (Regular/general member)</li> <li>5. Jismol Jose (Regular/general member)</li> <li>6. Hadi Ramin (Regular/general member)</li> <li>7. Anupam Das (Regular/general member)</li> </ol>	<ul style="list-style-type: none"> <li>• At least two (2) Councillors or Alternate Councillors, needed.</li> </ul>

<b>Event Organizing Committee</b>	<ol style="list-style-type: none"> <li>1. VP Student Affairs</li> <li>2. Jismol Jose (Regular/general member)</li> <li>3. Johnson Ngoba Josephine (Regular/general member)</li> <li>4. Swapnil Srivastava (Regular/general member)</li> </ol>	<ul style="list-style-type: none"> <li>• Membership is complete as per GSA Policy.</li> </ul>
<b>Elections and Referenda Committee</b>	<ol style="list-style-type: none"> <li>1. Council Chair</li> </ol>	<p>No nomination was received for this committee.</p> <ul style="list-style-type: none"> <li>• Three (3) Councillors or Alternate Councillors needed.</li> <li>• Three (3) Regular/general members needed.</li> </ul>