

TRENT GRADUATE STUDENTS' ASSOCIATION

Constitution and Bylaws

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Table of Contents

Article 1 4
 Article 1 Definitions 4
 Article 2 Name, Mission, and Purpose 5
 Article 3 Membership 5
 Article 4 Legislative Bodies of the GSA 5
 Article 5 Executive 6
 Article 6 Meetings 6
 Article 7 Elections 6
 Article 8 Discipline and Censure 7
 Article 9 Committees 7
 Article 10 Finance 7
 Article 11 Referenda 7
 Article 12 Amendments 8
 Article 13 Dissolution 8
Bylaw 1 9
 Bylaw 1 Membership 9
 Bylaw 2 Executive 10
 Bylaw 3 Election of the Executive 18
 Bylaw 4 Fees, Budgets and Finance 21
 Bylaw 5 Committee Representation 23
 Bylaw 6 Meetings of the General Assembly 24
 Bylaw 7 Meetings of the Executive 25
 Bylaw 8 Censure and Impeachment 26
 Bylaw 9 Referenda 27
Policy 1ies 29
 Policy 1 Executive Honouraria Policy 29
 Policy 2 Conference Bursary Policy 29
 Policy 3 Conference and Group Support Policy 30
 Policy 4 Entertainment and Recreation Policy 30
 Policy 5 GSA Confidential Files Policy 31

Policy 4 Long Range Planning Committee Policy 32
Policy 7 Constitutional Changes Committee Policy 32

Articles

Article 1 Definitions

1.1 The following definitions shall apply throughout the Constitution and Bylaws of the GSA in their entirety:

- ACADEMIC YEAR shall refer to a one-year period beginning on 1 May, and ending on 30 April of the following calendar year. This term is defined as such to compliment the regular tenure of elected Executive Officers of the GSA.
- ARTS GRADUATE PROGRAMS shall refer to the Anthropology M.A., History M.A., English M.A., Cultural Studies M.A., Theory Culture and Politics M.A., Canadian and Indigenous Studies M.A., Canadian Studies Ph.D., Indigenous Studies Ph. D. and any additional arts graduate programs as they are created. Program representatives for programs which offer both Arts and Science degrees may choose their affiliation on a year-to-year basis.
- BYLAWS shall refer to the Bylaws of the GSA. The content of, and any amendments to this document shall be ratified by the General Assembly. In tandem with the Constitution, this document shall govern all operations of the GSA.
- CONSTITUTION shall refer to the Articles and Policies of the GSA. The content of, and any amendments to this document shall be ratified by the General Assembly. In tandem with Bylaws, this document shall govern all operations of the GSA.
- EXECUTIVE shall refer to the collective body of Executive Officers elected democratically by the General Assembly to act on behalf of all members in conducting the daily business of the GSA.
- EXECUTIVE MEETINGS shall refer to any meeting of the Executive Officers of the GSA.
- EXECUTIVE OFFICER shall refer to any individual member of the Executive.
- GSA shall refer to the Graduate Students' Association of Trent University.
- GENERAL ASSEMBLY shall consist of all Full or Associate Members of the GSA.
- GENERAL MEETING shall refer to any meeting open to all members of the General Assembly.
- MAJORITY shall refer to fifty percent plus one of the voting body.
- OFFICIAL SCRUTINEERS shall refer to impartial members of the Trent Central Students' Association or any Trent College Cabinet appointed by the Executive to witness final tallying of votes in a GSA election.
- SCIENCE GRADUATE PROGRAMS shall refer to the Environment and Life Sciences M.Sc./Ph.D, Material Sciences M.Sc., Applications of Modelling M.A/M.Sc., Trent-Queens M.A./ M.Sc./Ph.D and any additional science graduate programs as they are created. Program representatives for programs which offer both Arts and Science degrees may choose their affiliation on a year-to-year basis.
- SIGNING OFFICERS refers to the President and VP Finance of the GSA in their capacity to authorize transactions involving the GSA treasury.
- SPECIAL EXECUTIVE MEETINGS shall refer to any meeting of the Executive Officers of the GSA outside of regularly scheduled Executive Meetings.
- UNIVERSITY shall refer to Trent University, Peterborough, Ontario.
- VOTING BODY shall refer to all GSA members casting a ballot in any GSA election, Referendum, or any other GSA matter requiring a vote.
- VP shall refer to the position title of Vice President.

Article 2 Name, Mission, and Purpose

- 2.1 The name of the organization shall be “The Graduate Students’ Association of Trent University”, herein after referred to as the GSA.
- 2.2 The mission of the GSA shall be:
- To contribute to the intellectual growth and cultural development of members of the Trent University community;
 - To uphold and respect principles of academic freedom;
 - To advocate for the unique needs and concerns of graduate students;
 - To foster a sense of community among graduate students; and
 - To build positive relationships with other organizations within Trent University and the community at large.
- 2.3 The purpose of the GSA shall be:
- To promote the welfare of graduate students;
 - To provide opportunities for the exchange of ideas between the graduate students of all departments and disciplines;
 - To serve and further the intellectual, cultural, social, and political activities of graduate students;
 - To promote and maintain communication between graduate students and other members of the Trent University community, including Administration, faculty, staff, and undergraduate students;
 - To act as the official voice of all graduate students; and
 - To promote and provide avenues for the dissemination of graduate student research.

Article 3 Membership

- 3.1 Membership shall consist of all Trent University graduate students, including Full Members and Associate Members as specified in Bylaw 1.
- 3.2 All recognized members of the GSA shall be accorded rights and privileges within the GSA as outlined in Bylaw 1.

Article 4 Legislative Bodies of the GSA

- 4.1 The General Assembly of the GSA shall consist of all Full Members of the GSA and shall have final authority for determining and implementing the Constitution and associated Bylaws of the GSA. Only the General Assembly shall be able to make permanent changes to the Constitution and Bylaws of the GSA, in accordance with Article 12 and Bylaw 6; to impeach a member of the Executive, in accordance with Bylaw 8.2; or to change the GSA fee, in accordance with Bylaw 4.1.4.

- 4.2 As a democratically elected body, the Executive may act on behalf of the GSA during regular Executive Meetings and under pressing circumstances, in accordance with Articles 2.2 and 2.3, but the Executive at all times remains responsible for its actions to the General Assembly.

Article 5 Executive

- 5.1 The Executive of the GSA shall include the following Officers who shall work as a collective body (definitions in parentheses refer to position title as described in the former GSA Constitution):

- President
- Vice President Executive Affairs (Vice President)
- Vice President Operations (Secretary)
- Vice President Finance (Treasurer)
- Vice President Communications (Communications Officer)
- Vice Presidents Student Affairs (2) (Social Directors)
- Senate Representative
- CUPE 3908 Representative
- Program Representatives

- 5.2 Executive Officers shall fulfill all duties in accordance with Bylaw 2.3.

Article 6 Meetings

- 6.1 Executive Meetings and Meetings of the General Assembly shall be open to all members of the GSA.

- 6.2 Executive Officers shall have the right to speak and vote in all Executive Meetings in accordance with Bylaw 2.3.1.

- 6.3 The Executive shall meet regularly according to Bylaw 7.1.

- 6.4 Meetings of the General Assembly shall occur biannually according to Bylaw 6.1.

- 6.5 Meetings shall be run in accordance with Bylaw 6 and Bylaw 7.

Article 7 Elections

- 7.1 Elections of Executive Officers shall be held annually and run in accordance with Bylaw 3.

- 7.2 All Full Members of the General Assembly shall be able to vote, as per Bylaws 1.3.6 and 3.5.1.

- 7.3 All candidates must be nominated by a Full Member of the General Assembly, in accordance with Bylaw 3.3.3, and must meet the eligibility criteria of Bylaw 3.3.2.

- 7.4 Elections shall coincide with the Spring General Meeting. The positions of President and VP Finance must be filled at this time, as per Bylaw 0. Any positions left vacant at the Spring General Meeting shall be reopened in September, as per Bylaw 3.7.

Article 8 Discipline and Censure

- 8.1 Executive Officers shall complete their duties in accordance with Bylaw 2.3.
- 8.2 In the event that a member of the Executive neglects their duties, they shall be subject to Censure or Impeachment in accordance with Bylaw 8.

Article 9 Committees

- 9.1 The Executive shall ensure adequate representation on relevant University committees and sub-committees, in accordance with Bylaws 5.1 and 2.3.3d.

Article 10 Finance

10.1 Student Fees

10.1.1 The expenses of the GSA shall be defrayed by membership fees, as per Bylaw 4.1, and by other means decided upon by the Executive that do not contravene Article 4.1 or Bylaw 4.

10.1.2 The membership fees are to be used in the spirit of the GSA as outlined in Articles 2.2 and 2.3, and in accordance with Bylaw 4. Increases to membership fees must be in accordance with Bylaw 4.1.4.

10.2 Financials

10.2.1 The fiscal year of the GSA shall be from May 1st to April 30th.

10.2.2 The Executive shall control all GSA monies following ratification of the budget by the General Assembly, in accordance with Bylaw 4.

Article 11 Referenda

11.1 Referenda shall be called and conducted in accordance with Bylaw 9.

11.2 Any decision by Referendum shall be binding for at least one calendar year in accordance with Bylaw 9.15.

Article 12 Amendments

- 12.1 Constitutional Amendments shall be ratified by the General Assembly at a General Meeting upon a Majority vote in accordance with Bylaw 6, or by Referendum in accordance with Article 11 and Bylaw 9.
- 12.2 All Full Members may vote on Constitutional Amendments in accordance with Bylaws 1.3.2 and 1.3.6.
- 12.3 Any Full Member of the GSA may propose an Amendment to the constitution. Proposed Amendments must be delivered to the Executive at least 3 weeks prior to voting.

Article 13 Dissolution

- 13.1 Upon dissolution of the GSA, all assets shall be divided equally among any organization or organizations that can demonstrate that it represents the educational, physical, political and social needs of all graduate students. If no such group or groups exist, then all assets shall be entrusted to the Office of Graduate Studies in the form of an endowment to directly benefit graduate students of Trent University.
- 13.2 Dissolution can only occur if decided by Referendum in accordance with Bylaw 9. The executive shall have six weeks to complete dissolution from the date of the Referendum.
- 13.3 The Executive Officers in office at the time of dissolution shall be empowered to evaluate all matters affecting the GSA with respect to dissolution until all assets have been dispersed.

Bylaws

Bylaw 1 Membership

- 1.1 The membership shall consist of Full Members and Associate Members.
- 1.2 A Full Member shall be any person recognized by the University as a registered graduate student, full or part time, who has paid the GSA fee. This includes those graduate students enrolled under the Trent/Queen's Agreement. Full Members shall have all rights and privileges granted under the Constitution and Bylaws of the GSA.
- 1.3 A Full Member shall be able to:
 - 1.3.1 Attend all Meetings of the General Assembly;
 - 1.3.2 Vote at all Meetings of the General Assembly;
 - 1.3.3 Attend any Meetings of the Executive and raise any questions of privilege, points of order, or questions of appeal and discuss any matter presented, upon recognition by the chair. Members of the General Assembly shall not vote at Meetings of the Executive;
 - 1.3.4 Nominate candidates for the Executive;
 - 1.3.5 Stand for election to, or hold office on the Executive of the GSA, unless otherwise noted in Bylaw 2.3;
 - 1.3.6 Vote in any GSA election or Referendum; and
 - 1.3.7 Enjoy all rights and privileges within the GSA.
- 1.4 An Associate Member shall be any person recognized as alumnus, or an otherwise Full Member recognized by the University that has not paid the GSA fee.
- 1.5 An Associate Member shall have all rights of a Full Member, except they shall be unable to:
 - 1.5.1 Vote in a Meeting of the General Assembly;
 - 1.5.2 Nominate candidates for the Executive;
 - 1.5.3 Hold Executive Office in the GSA;
 - 1.5.4 Vote in any GSA Election or Referendum; or
 - 1.5.5 Participate in activities sponsored by the GSA fee unless a special fee has been paid or unless the activity is designated as an open event.

Bylaw 2 Executive

2.1 The Executive shall act on behalf of the GSA, in accordance with Articles 2.2, 2.3, and 4.2.

2.2 Tenure and Vacancies

2.2.1 Tenure of office for all Executive Officers shall begin on May 1st and end on April 30th of the following calendar year.

2.2.2 Should an Executive Officer's position, excluding the President, become vacant mid-tenure, the position shall be filled in the same manner as is outlined in Bylaw 3, excluding Bylaw 3.3.1.

2.2.3 Should the position of President become vacant mid-tenure, the position shall be filled by the VP Executive Affairs. The General Assembly shall elect a new VP Executive Affairs through the procedures outlined in Bylaw 3, excluding Bylaw 3.3.1. The newly-elected VP Executive Affairs shall not succeed to the Presidency should the Presidency again become vacant during the same Academic Year. Should the position of President become vacant more than once during the same Academic Year, the General Assembly shall elect a new President through the procedures outlined in Bylaw 3, excluding Bylaw 3.3.1.

2.2.4 If required, the President shall assume the duties of unfilled Executive positions as long as they are unfilled, or the duties may be shared among other Executive Officers on a volunteer basis.

2.3 Duties of Executive Officers

2.3.1 All Executive Officers shall:

- a. Act on behalf of the GSA and be responsible to the General Assembly throughout their elected year-long term, in accordance with Bylaw 2.2;
- b. Attend GSA Executive Meetings as necessary from May to September, and two regular GSA Executive Meetings per month from September through April, in accordance with Bylaw 7 and 8.1.1;
- c. Attend Special Executive Meetings when called by the President or Executive VP in accordance with Bylaw 7.3;
- d. Have a working knowledge of Robert's Rules of Order;
- e. Promote public awareness of the GSA and its position on graduate student issues;

- f. Have the right to vote in GSA Executive Meetings and on agenda items related to the Executive Meetings;
 - g. Sit on sub-committees of CASSC and Senate as necessary for a period of one year, in accordance with Bylaw 5.1; and
 - h. Adhere to all Articles, Policies, and Bylaws laid out herein, subject to Bylaw 8.
 - i. Be Full Members of the GSA in accordance with Bylaws 1.3.5 and 3.3.2.
- 2.3.2 In addition to Bylaw 2.3.1, the duties of the President shall include, but are not limited to:
- a. Presiding over, and being responsible to, the General Assembly and the Executive;
 - b. Ensuring that the responsibilities of each Executive position are being met;
 - c. Serving as an interface between the GSA and the University Administration, relaying important communications;
 - d. When appropriate, liaising with local, provincial, and national organizations both on and off campus;
 - e. Representing the GSA at such meetings where the designated representative of the GSA is the President, including but not limited to Presidents' Group Meetings and the Emergency Planning Committee, and serve as an Official Guest on the Board of Governors, Senate, and CASSC, in accordance with Bylaw 5.1; when unable to attend, the President shall make arrangements for the Executive VP to serve in their stead;
 - f. Co-signing all cheques debited from GSA bank accounts, jointly with the VP Finance;
 - g. Overseeing GSA office maintenance, including regular mail pick-up;
 - h. Chairing all Meetings of the Executive and General Assembly, in accordance with Bylaws 6.6 and 7.7, and voting only when needed to achieve quorum or in the event of a tie, in accordance with Bylaws 6.4 and 7.6;
 - i. Serving as Signing Officer for the University-GSA Support Agreement, guiding the GSA in fulfilling their responsibilities as outlined in the Agreement, holding the University accountable to their responsibilities as outlined in the Agreement, and being responsible for the safe use of graduate student contracts and email distribution lists;

- j. Chairing the Long Range Planning Committee, in accordance with Bylaw 5.3 and Policy 6;
- k. Overseeing any process of Censure, in accordance with Bylaw 8.1;
- l. Calling Special Executive Meetings when necessary, in accordance with Bylaw 7.3.
- m. Participating in organizing the Thomas H.B. Symons Seminar Series on Graduate Student Research;
- n. Assuming the duties of any unfilled Executive positions in accordance with Bylaw 2.2.4; and
- o. Being a registered full-time graduate student at Trent University in accordance with Bylaw 3.3.2.

2.3.3 In addition to Bylaw 2.3.1, the duties of the Vice President Executive Affairs shall include, but are not limited to:

- a. In the absence of the President, performing any function of the President in accordance with, but not limited to, Bylaw 2.3.2;
- b. Assuming the Presidency if it falls vacant before Spring Elections, in accordance with Bylaw 2.2.3;
- c. Ensuring constitutionality of all operations of the GSA, and chairing the Constitutional Changes Committee, in accordance with Policy 7;
- d. Ensuring membership and participation on CASSC, Senate, and any other Sub-Committees that require graduate student representation, and maintaining a complete and current list of these GSA Committee Representatives in tandem with the Office of the Dean of Arts and Science;
- e. Serving as the GSA representative on CASSC in accordance with Bylaws 5.1.2 and 5.3;
- f. In tandem with the President, overseeing any process of Censure in accordance with Bylaw 8.1;
- g. Chairing a committee to oversee Executive elections in accordance with Bylaw 3;
- h. In tandem with the President, calling Special Executive Meetings when necessary, in accordance with Bylaw 7.3; and

- i. Being a registered full-time graduate student at Trent University in accordance with Bylaw 3.3.2.
- 2.3.4 In addition to Bylaw 2.3.1, the duties of the Vice President Operations shall include, but are not limited to:
- a. In the absence of both the President and the VP Executive Affairs, performing any function of the President in accordance with, but not limited to, Bylaw 2.3.2;
 - b. Acting as the recording secretary for the GSA;
 - c. Overseeing agenda for Executive Meetings in accordance with Bylaw 7.
 - d. Overseeing agenda for Meetings of the General Assembly in accordance with Bylaw 6.
 - e. Chairing the Conference Bursary Selection Sub-committee in accordance with Bylaws 5.3 and Policy 2.
 - f. Recording and disseminating minutes of all Meetings of the Executive and General Assembly in accordance with Bylaws 7.7 and 7.10.
 - g. Overseeing GSA office maintenance, including regular mail pick-up;
 - h. Maintaining up-to-date records of the minutes from Executive and General Assembly Meetings in hard copy and digital format in the GSA office.
 - i. Maintaining, sorting, and filing all documents of the GSA, including but not limited to digital and physical files, minutes, mail, notices, and other important documents.
 - j. Being a registered full-time graduate student at Trent University in accordance with Bylaw 3.3.2.
- 2.3.5 In addition to Bylaw 2.3.1, the duties of the Vice President Finance shall include, but are not limited to:
- a. Receiving all moneys due to the GSA and keeping all books pertaining to the position, in accordance with the budget, including a separate Levy Budget and College Budget, in accordance with Bylaw 4.2.
 - b. Submitting a budget to the Executive no later than one month after the start of the Fall Term for ratification by the General Assembly at the Fall General Meeting.

- c. In tandem with the VP Communications, publishing the approved budget on the GSA website no later than 7 days after ratification.
 - d. Reconciling all GSA accounts on a monthly basis and presenting a categorized, updated budget breakdown to the Executive once per term or upon the request of the GSA Executive, in accordance with Bylaw 4.3.3.
 - e. Submitting a fiscal year-end report to Student Services in May following their tenure.
 - f. Monitoring, and being accountable to the General Assembly for, all GSA expenditures in accordance with the budget.
 - g. Being responsible for recording all expenditures of the GSA for the annual audit.
 - h. Receive Conference and Group Support applications and present proposals to the Executive, in accordance with Policy 3.
 - i. Representing the GSA on all relevant finance-related University committees, including, but not limited to, the Student Ancillary Fees CASSC Sub-Committee, in accordance with Bylaws 5.1.3 and 5.3.
 - j. Co-signing all cheques debited from GSA bank accounts, jointly with the President.
 - k. Before giving up tenure, submitting a complete and exhaustive written report of financial activities during their tenure to the incoming VP Finance, and aiding the incoming VP Finance in framing the coming year's budget.
 - l. Being responsible for assisting with the finances of the Thomas H.B. Symons Seminar Series, and ensuring that its unspent budget for the year is transferred to the Thomas H.B. Symons Seminar Series endowment account.
 - m. Being a registered full-time graduate student at Trent University in accordance with Bylaw 3.3.2.
- 2.3.6 In addition to Bylaw 2.3.1, the duties of the Vice President Communications shall include, but are not limited to:
- a. Updating the General Assembly on activities, decisions, and upcoming events through regular emails to the graduate student distribution list-serve.
 - b. Administering the GSA's email account and relaying all messages and information to relevant members of the Executive.

- c. Being carbon copied on all email correspondence between the University Administration and the GSA, where appropriate, and ensuring that communication between the two bodies remains clear.
- d. Maintaining, renovating, and updating the GSA website.
- e. Being responsible for managing other press media, such as creating and distributing posters when necessary.
- f. Generating press for important issues with local and student media.
- g. Serving on the Symons Seminar Series committee.
- h. Helping to maintain the GSA office and ensuring that mail is delivered to the appropriate recipients.
- i. Being a registered full-time graduate student at Trent University in accordance with Bylaw 3.3.2.
- j. Preparing and distributing an annual newsletter containing a summary of GSA activities and information about members of the executive and their respective duties in the spring semester before nominations for the incoming Executive commence.
- k. Preparing, in collaboration with the VP Student Affairs, a package of orientation material, including an advertisement for the position of First Year Representative, to be mailed out to all incoming graduate students through the Office of Graduate Studies.

2.3.7 In addition to Bylaw 2.3.1, the duties of the Vice Presidents Student Affairs (2) shall include, but are not limited to:

- a. Developing a program of monthly social events, such as dinners, dances, sporting events, field trips, and family-friendly non-alcoholic events, in accordance with Policy 4.
- b. Acting as a liaison within the University community in relation to non-academic issues.
- c. Serving on the Symons Seminar Series committee.
- d. Possessing a working knowledge of any health and/or dental plans administered by the TCSA and/or a broker on behalf of the GSA, and ensuring that effective healthcare and dental coverage is maintained for all eligible GSA members.

- e. Serving as the GSA representatives on the Health and Counseling Services and the Wellness Sub-Committees, in accordance with Bylaws 5.1.4 and 5.3.
 - f. To coordinate an orientation for incoming graduate students in cooperation with the Office of Graduate Studies.
 - g. Being a registered full-time graduate student at Trent University in accordance with Bylaw 3.3.2.
- 2.3.8 In addition to Bylaw 2.3.1, the duties of the Senate Representative shall include, but are not limited to:
- a. Representing the GSA at Senate meetings and relaying relevant information back to the Executive.
 - b. Representing the GSA on the Graduate Studies Committee in accordance with Bylaws 5.1.5 and 5.3.
- 2.3.9 In addition to Bylaw 2.3.1, the duties of the CUPE 3908 Representative shall include, but are not limited to:
- a. Holding the position of Vice President Unit 2, CUPE 3908, in accordance with the CUPE 3908 Bylaws.
 - b. Serving as a liaison between CUPE 3908 Unit 2 and the GSA Executive, and playing an active role in conveying information between the two bodies that is relevant to graduate students in their role as employees of the University.
- 2.3.10 In addition to Bylaw 2.3.1, the duties of the Arts Program Liaison shall include, but are not limited to:
- a. Serving as a liaison between the GSA Executive and the Program Director/Executive and students in the Arts Graduate Programs.
 - b. Releasing, as necessary, email updates to the members of Arts Graduate Programs, summarizing relevant business and decisions.
 - c. Serving as the Program Representative for their respective program if there is no other representative.
 - d. Meeting monthly with Program Representatives to disseminate information from GSA executive meetings, and, as the need arises, working as an independent group to discuss problems common to all graduate programs and students. This group shall offer recommendations to the GSA Executive and the University administration.

- 2.3.11 In addition to Bylaw 2.3.1, the duties of the Science Program Liaison shall include, but are not limited to:
- a. Serving as a liaison between the GSA Executive and the Program Director/Executive and students in the Science Graduate Programs.
 - b. Releasing, as necessary, email updates to the members of Science Graduate Programs, summarizing relevant business and decisions.
 - c. Serving as the Program Representative for their respective program if there is no other representative.
 - d. Meeting monthly with Program Representatives to disseminate information from GSA executive meetings, and, as the need arises, working as an independent group to discuss problems common to all graduate programs and students. This group shall offer recommendations to the GSA Executive and the University administration.
- 2.3.12 In addition to Bylaws 2.3.1 a, e, h, and i, the duties of the Program Representatives shall include, but are not limited to:
- a. Meeting monthly with the appropriate Program Liaison and other Program Representatives to discuss information from GSA executive meetings.
 - b. Releasing, as necessary, information updates to the members of their respective programs, summarizing and disseminating relevant business and decisions, and promoting GSA social events to their constituents.
- 2.3.13 In addition to Bylaw 2.3.1, the duties of the Human Rights Commissioner shall include, but are not limited to:
- a. Advising the Executive to ensure GSA policies, procedures and priorities uphold the human rights of all graduate students as outlined in the Trent Human Rights Policy ([link to policy](#)).
 - b. Promoting awareness and involvement in human rights issues among graduate students.
 - c. Collaborating with the VPs Student Affairs to ensure that all social events hosted by the GSA comply with Trent's Human Rights code, with respect to Policy 4 and without exceeding the budget and time constraints of the GSA.
 - d. Serving as the GSA representative on the Human Rights Committee, in accordance with Bylaw 5.1.6 and 5.3.
 - e. Presenting an annual report to the Executive that details initiatives and responses to human rights issues affecting Trent graduate students.

- 2.3.14 In addition to Bylaw 2.3.1, the duties of the Environment Commissioner shall include, but are not limited to:
- a. Advising the Executive to ensure that GSA policies, procedures and priorities promote environmental sustainability, as defined by the 1987 Brundtland Commission Report.
 - b. Promoting awareness and involvement in issues of environmental sustainability among graduate students.
 - c. Collaborating with the VP Student Affairs to ensure that all social events hosted by the GSA are environmentally sustainable, without exceeding the budget and time constraints of the GSA, in accordance with Policy 4.
 - d. Serving as the GSA representative on the Environmental Advisory Board, in accordance with Bylaw 5.1.7 and 5.3.
 - e. Organizing at least one annual social event that promotes environmental sustainability within the graduate student community in collaboration with the VP Student Affairs.
 - f. Presenting an annual report to the Executive that details initiatives and responses to issues of environmental sustainability affecting Trent graduate students.
- 2.3.15 In addition to Bylaw 2.3.1, the duties of the First Year Representative shall include, but are not limited to:
- a. Promoting discussion of issues pertinent to first year Trent graduate students among the Executive, with the intent to improve the first year graduate student experience.
 - b. Encouraging participation and involvement in GSA events and committees among other first year students.
 - c. Promoting dialogue between first year students in all graduate programs.

Bylaw 3 Election of the Executive

- 3.1 The following executive positions shall be elected annually by the General Assembly of the GSA: President, Vice President Executive Affairs, Vice President Finance, Vice President Communications, Vice President Operations, Vice Presidents Student Affairs (2), Senate Representative, and Program Representatives.
- 3.1.1 The VP Student Affairs positions must be filled by one student from an Arts program and one student from a Science program.

- 3.2 The outgoing VP Executive Affairs shall oversee the election, as long as they are not a candidate for an incoming Executive position. If the outgoing VP Executive Affairs is a candidate for an incoming Executive position, another outgoing Executive Officer shall be selected by a Majority vote of the Executive to act in their stead.
- 3.3 Nominations
- 3.3.1 Nominations shall begin no later than March 15th. The nomination period shall be one week in duration. Nominations shall close no later than five days prior to the election.
- 3.3.2 Candidates must be Full Members of the GSA, in accordance with Bylaw 1.3.5. If nominated for President or any Vice President position, eligibility for candidacy shall be contingent on candidates meeting the criteria for full-time students, as outlined in Trent's academic calendar for two-thirds of the calendar year, in accordance with Bylaws 2.3.
- 3.3.3 Candidates for the First Year Representative position must have commenced graduate studies at Trent University after April 30th in the calendar year in which they will serve as First Year Representative. The elected First Year Representative must consider nomination for a GSA Executive position in the following year in order to maintain institutional memory.
- 3.3.4 Candidates shall be nominated by another Full Member of the GSA, in accordance with Bylaws 1.3.4 and 1.5.2, and may only be nominated for a single position. Nominations shall be sent to the VP Executive Affairs via e-mail. Upon receiving the nomination, the VP Executive Affairs shall contact the nominee, who must accept or reject their nomination by the end of the nomination period. The nominee may submit a 200-word statement that shall be made available to the General Assembly.
- 3.3.5 Within 24 hours following closure of the nomination period, the VP Executive Affairs, in tandem with the VP Communications, shall post a complete list of nominees along with their statements on the GSA website.
- 3.4 Campaigning
- 3.4.1 Campaigning for Executive positions shall be in accordance with the following:
- a. Campaigning shall not begin until the end of the nomination period.
 - b. Total cost of campaign materials shall not exceed \$50 per nominee.
 - c. Each campaign shall be limited to 40 work hours per candidate.
 - d. The campaigning period shall not exceed one week in duration.

- e. The Executive reserves the right to deny a candidate's eligibility for election if the candidate engages in campaigning practices that are considered inappropriate (e.g. the distribution of offensive or slanderous materials).

3.5 Voting

- 3.5.1 Voting shall be by online secret ballot.
 - 3.5.2 All Full Members of the General Assembly may vote, unless for a Program Representative position and the First Year Representative position. The Science Program Liaison shall be elected by members of the Science Graduate Programs and the Arts Program Liaison shall be elected by members of the Arts Graduate Programs. Program Representatives shall be elected by members of their respective programs.
 - 3.5.3 The voting period shall commence after the Spring General Meeting, and shall last no more than one week.
 - 3.5.4 Quorum shall be 10% of the General Assembly.
 - 3.5.5 Candidates must be elected by a Majority vote of the voting body.
 - 3.5.6 If none of the candidates for a specific position are supported by a majority, the candidate with the fewest supporting votes shall be dropped from the ballot and another vote shall take place. A second voting period shall not exceed one week in duration, and shall begin immediately following the tabulation of votes from the first vote. Upon the end of the second voting period, the candidate with the most supporting votes shall be awarded the position.
 - 3.5.7 If there is only one candidate for a given position, a vote of confidence shall take place during the regular voting period. A Majority vote of confidence shall be required for the candidate to be elected.
 - 3.5.8 Candidates for the VP Student Affairs positions shall be noted on the ballot as being from either an Arts or a Science program. Voters may only vote for one candidate from an Arts program and one candidate from a Science program. If a voter votes for two candidates from the same program, their ballot for the VP Student Affairs positions shall be considered spoiled. If no candidate from either an Arts or Science program exists, or the sole candidate from that program area is not supported by a Majority vote of confidence, the position shall be filled in accordance with Bylaws 3.7 and 3.8.
 - 3.5.9 Votes shall be tallied electronically through the online voting system by the VP Executive Affairs in the presence of two Official Scrutineers.
- 3.6 The positions of President and Treasurer must be filled during the April elections. If these positions are not filled an emergency General Meeting shall be called.

- 3.7 An additional week-long call for nominations shall be made in September for any unfilled positions. Nominations shall close no later than one week before the Fall General Meeting.
- 3.8 Voting for remaining positions, excluding the First Year Representative, shall take place by secret physical ballot at the Fall General Meeting, assuming a quorum of 10%. A Majority vote is required to elect a candidate. If no candidate receives a Majority for a particular position, the candidate with the fewest votes shall be dropped from the ballot, and a second vote shall take place. Following the second vote, the candidate with the most votes shall be elected.
- 3.9 Nomination for the First Year Representative shall commence at the beginning of Introductory week. Voting for the First Year Representative will take place by secret physical ballot by the end of the Introductory week. Only first year students shall vote for the First Year Representative
- 3.10 If only one candidate runs for an unfilled position at the Fall General Meeting, he or she shall be appointed by the Executive barring any objections from the General Assembly.
- 3.11 The CUPE 3908 Representative shall be appointed by the CUPE 3908 Executive Officers following CUPE 3908's annual elections.
- 3.12 The Transfer of Executive shall occur no more than two weeks after the Spring General Meeting. Incoming and outgoing Executive Officers shall attend a transition meeting where the incoming Executive shall be briefed on their responsibilities and any other pertinent issues by the corresponding member of the outgoing Executive. Each outgoing Executive Officer shall prepare a short document outlining the responsibilities of their role, and forward all relevant contact information to the VP Executive Affairs to be included in the Executive Contact Database. All incoming Executive Officers shall be given a bound copy of the Constitution and Bylaws and access to the Database.

Bylaw 4 Fees, Budgets and Finance

- 4.1 Fees
 - 4.1.1 Annual membership fees of full time graduate students are \$27.00 as a levy fee and \$52.60 as a college fee.
 - 4.1.2 Annual membership fees of part-time graduate students are \$11.00 as a levy fee and \$26.30 as a college fee.
 - 4.1.3 An Agreement between the University and the GSA (2008) was made stating that the GSA shall receive 1/3 of their annual fees three times a year in the fall, winter and summer terms.
 - 4.1.4 Proposed changes to the levy fee of no more than 5% in one calendar year may be tabled by the Executive at General Meetings, or by Referendum with the rationale for the increase made available online 14 days prior to the date of the vote in accordance

with Bylaw 6 or Bylaw 9. Such increases require a Majority vote of the General Assembly, in accordance with Article 4.1.

4.2 Budgets

- 4.2.1 The Levy budget and the College budget shall be separately maintained. These shall be spent in accordance with the Mission and Purpose of the GSA, in accordance with Articles 2.2 and 2.3.
- 4.2.2 The Levy Budget shall include the following items: Social Events, Operating Costs (including but not restricted to: newsletter printing, office supplies and regular incidentals), and Executive Honoraria.
- 4.2.3 The College Budget shall include the following Items: Conference Bursaries, Conference and Group Support, The Symons Seminar Series (Funding for the Seminar Series shall be provided until outside funding is secured to cover all expenses for the endowed fund).
- 4.2.4 Surplus funds at year-end shall be invested into the accumulated funds for future endeavors. At least 2.5% of the annual dues shall be dedicated to the accumulated funds, shall come from either budget, and shall appear as a regular line item in the yearly budget.

4.3 Finance

- 4.3.1 The GSA shall not incur a budgetary deficit.
- 4.3.2 The Signing Officers of the GSA shall be the President and the VP Finance. Official records must be kept of all transactions, with original receipts, and it is the responsibility of the VP Finance to maintain all records in accordance with current Trent University policy.
- 4.3.3 A complete statement outlining the receipts and expenditures for the past two (2) fiscal years shall be presented to the Executive one month prior to the current fiscal year end. In addition, a financial report shall be submitted to the Executive every four months, or upon request of the Executive, or by petition signed by 10 percent of the General Assembly.
- 4.3.4 An end of year financial report shall be prepared and submitted to student services for the fiscal year ending in May.
- 4.3.5 The Executive may reallocate funds up to \$1,000.00 from one budget category to another as deemed necessary. Any budgetary changes greater than \$1,000.00 must be approved by a Majority vote of the General Assembly by Referendum. Beyond this, no payment shall be made on behalf of the GSA unless it is in accordance with an approved budget or GSA policy statement.

- 4.3.6 The VP Finance shall submit the proposed budget to the Executive by 1 October. The final budget shall be posted on the GSA website no less than 14 days prior to the Fall General Meeting.
- 4.3.7 The proposed budget shall be amended and ratified by a Majority vote at the Fall General Meeting.
- 4.3.8 The VP Finance in partnership with the VP Communications shall publish the approved budget on the GSA website within 7 days of ratification.

Bylaw 5 Committee Representation

- 5.1 Representatives from the GSA Executive serving required tenures on Trent University Committees shall include:
 - 5.1.1 The President shall attend all Presidents' Meetings and Emergency Planning Committee meetings, as well as any relevant Board of Governors' meetings (official guest), Senate meetings (official guest), and CASSC meetings (official guest).
 - 5.1.2 The VP Executive Affairs shall attend all main CASSC meetings (not including Sub-Committees).
 - 5.1.3 The VP Finance shall attend the Student Ancillary Fees CASSC Sub-Committee meetings.
 - 5.1.4 The VPs Student Affairs shall attend the Health and Counseling Services and the Wellness CASSC Sub-Committee meetings.
 - 5.1.5 The Senate Representative shall attend all Senate and Graduate Studies Committee meetings.
 - 5.1.6 The Human Rights Commissioner shall attend all Human Rights Committee meetings.
 - 5.1.7 The Environmental Commissioner shall attend all Environmental Advisory Board meetings.
 - 5.1.8 The GSA shall be represented on the CASSC Sub-Committees of Athletics, Transportation, and Colleges by a volunteer member of the Executive.
 - 5.1.9 All remaining committees are open to representatives from the General Assembly.
- 5.2 GSA representatives on University committees shall hold office for a term of one year, or as specified by the committee. The term of office may be renewed.
- 5.3 Committee Representatives elected or appointed by the Executive shall have the following obligations:

- 5.3.1 They shall submit a copy of the minutes to the VP Operations after each meeting attended wherein issues pertinent to graduate students are addressed. All minutes and related documents shall be filed for future use and be made available to subsequent representatives;
 - 5.3.2 They shall present written reports annually or whenever requested by GSA Executive, on dates to be fixed by the Executive;
 - 5.3.3 They shall attend GSA Executive Meetings upon request; and
 - 5.3.4 They shall use discretion and represent the GSA as they see fit on all matters of normal business. However, they are obliged to present the motions of the GSA Executive and endorse the official positions of the GSA in their capacity as a GSA representative.
- 5.4 The GSA Executive may terminate a nominated representative's appointment if there is sufficient cause.

Bylaw 6 Meetings of the General Assembly

- 6.1 The GSA shall hold two General Meetings, in the fall and spring of each year.
- 6.2 The following business shall be conducted at the Fall General Meeting, usually held in October:
- 6.2.1 Executive Officers from the previous year may present a report on their tenure.
 - 6.2.2 The VP Finance shall present an overview of financial statements and the auditor's report from the previous year.
 - 6.2.3 The VP Finance shall present the proposed budget for the upcoming year and the General Assembly shall vote to approve said budget.
 - 6.2.4 The General Assembly shall vote on any amendments to the Constitution and Bylaws.
 - 6.2.5 The VPs Student Affairs shall discuss upcoming social events and take any suggestions from the General Assembly.
- 6.3 The following business shall be conducted at the Spring General Meeting, usually held in March:
- 6.3.1 The Outgoing Executive shall present a brief overview of the year's accomplishments, and provide an overview of all ongoing and upcoming issues for the subsequent year.
 - 6.3.2 The VP Executive Affairs shall present the electoral candidates and open the elections.

- 6.3.3 The General Assembly shall vote on any amendments to the Constitution and Bylaws.
- 6.4 Quorum for a General Meeting shall be no less than one-tenth of the General Assembly.
- 6.5 At least 14 days notice shall be given to the General Assembly for an upcoming General Meeting. Any agenda items requiring a vote by the General Assembly at the General Meeting shall be posted on the GSA website or WebCT at least 14 days prior. The VP Communications shall notify the General Assembly of General Meetings and related postings via email.
- 6.6 The President or their delegate shall chair General Meetings.

Bylaw 7 Meetings of the Executive

- 7.1 Meetings of the Executive shall be held fortnightly at a date and time selected by the Executive.
- 7.2 Executive Officers shall be expected to attend all meetings. If an Executive Officer is unable to attend a meeting, they shall forward their regrets to the Secretary prior to the meeting time. Attendance by proxy is not acceptable.
- 7.3 Special Executive Meetings may be called by the President or VP Executive Affairs, in accordance with Bylaws 2.3.2l or 2.3.3h, with at least 3 days' notice. If 3 days' notice is not given, Executive Officers may miss the meeting without forwarding official regrets to the Secretary.
- 7.4 Agenda items shall be forwarded to the VP Operations at least 48 hours prior to meeting time.
- 7.5 The VP Operations shall forward the agenda to all Executive Officers for review at least 24 hours prior to meeting time.
- 7.6 Quorum shall include the meeting Chair, plus 50 percent of remaining Executive Officers. If quorum is not met within 15 minutes of the scheduled start-time, the meeting may be cancelled.
- 7.7 The President shall chair Executive Meetings, and the VP Operations shall record the minutes.
- 7.8 Motions made at Executive Meetings shall be decided by a Majority vote, where assent or dissent shall be signified by a show of hands unless an officer demands a balloted vote.
- 7.9 The President shall only vote on motions made at Executive Meetings when needed to achieve quorum or in the event of a tie.
- 7.10 The VP Operations shall forward the minutes of Executive Meetings to all Executive Officers within 48 hours of the Meeting. Executive Officers shall review the document and submit corrections to the VP Operations prior to the next Executive Meeting. At the next meeting, the VP Operations shall raise a motion to pass the previous meeting's minutes. Within 24 hours, the VP Communications shall post the approved minutes online.

- 7.11 All Full and Associate members of the GSA shall have access to the online minutes of Executive Meetings upon their publication.

Bylaw 8 Censure and Impeachment

8.1 Censure

8.1.1 Any Executive Officer who fails to attend three consecutive meetings or functions at which their attendance is required according to the description of their position within the Constitution and Bylaws may be removed from the Executive.

- a. Another Executive Officer shall raise a motion to have said member removed, either during an Executive Meeting, or via an email to the President or the VP Executive Affairs.
- b. The Executive Officer in question shall be given an opportunity to defend his or her actions prior to a vote on said motion.
- c. Other Executive Officers shall vote by secret ballot on whether to remove the member in question, and this person shall not be present during voting.
- d. Two thirds of voting Executive Officers must support the motion in order for it to pass.
- e. If the motion is passed, the member shall be removed, effective immediately. If the President or VP Finance is subject to Censure, they must first transfer signing authority to the appropriate Executive Officer.

8.2 Impeachment

8.2.1 The General Assembly may remove any Executive Officer, excluding Program Representatives and the CUPE 3908 Representative, by an act of Impeachment. An act of impeachment must meet the following criteria:

- a. A motion to impeach an Executive Officer may be made following petition of notice from 20 percent of the General Assembly or a two thirds vote of the Executive.
- b. Executive Officers shall only be removed by secret online ballot.
- c. Ten percent of the General Assembly must vote in order to obtain quorum.
- d. Two-thirds of the voting body must call for removal to carry an act of impeachment.

- 8.2.2 A Program Representative may be removed by an act of impeachment meeting the following criteria:
- a. A motion to impeach a Program Representative may be made following petition of notice from 20 percent of their respective program's Full GSA Members.
 - b. Program Representatives shall only be removed by secret online ballot.
 - c. For programs with less than 50 students, fifty percent of Full GSA Members in the associated program must vote in order to obtain quorum. For programs with more than 50 students, 25 percent of Full GSA Members in the associated program must vote in order to obtain quorum.
 - d. Two-thirds of the voting body must call for removal to carry an act of impeachment.

Bylaw 9 Referenda

- 9.1 A Referendum may be called by the President upon:
- 9.1.1 A Majority vote by the Executive; or
 - 9.1.2 A petition stating the purpose of the Referendum signed by 10 percent of the General Assembly.
- 9.2 The Executive shall ensure the Referendum question is clearly worded and capable of being answered either "Yes" or "No."
- 9.3 The question and all accompanying information shall be made available to all members of the General Assembly no earlier than 30 days prior to the voting date, and no later than 7 days prior to the voting date.
- 9.4 The VP Executive Affairs shall oversee the Referendum.
- 9.5 The Executive may officially take a "Yes" or "No" position on any Referendum question, if passed by a Majority vote at an Executive Meeting.
- 9.6 Any GSA member may conduct a "Yes" or "No" campaign.
- 9.7 Spending limits for each campaign shall not exceed \$100.
- 9.8 A summary of expenses incurred by campaigns and corresponding receipts shall be submitted to the VP Executive Affairs on the last day of the campaign period.

- 9.9 All Full Members of the GSA shall be eligible to vote in Referenda, in accordance with Bylaw 1.3.6.
- 9.10 The times and durations of Referenda shall be decided by a Majority vote of the Executive.
- 9.11 Voting in Referenda shall ordinarily occur by secret online ballot. Under exceptional circumstances voting may take place by secret physical ballot, if supported by a Majority vote of the Executive.
- 9.12 In exceptional cases where voting is by secret physical ballot, the following terms shall be met:
 - 9.12.1 Eligible voters shall supply their student card to the VP Executive Affairs or an Official Scrutineer to be checked against the list of current registered students before voting.
 - 9.12.2 All votes received shall remain sealed and kept securely in a ballot box until time of tabulation.
 - 9.12.3 All votes received shall be counted in the presence of at least two Official Scrutineers as well as the VP Executive Affairs.
 - 9.12.4 Ballots shall be kept in the custody of the VP Executive Affairs until the Executive indicates that they may be discarded.
- 9.13 Quorum requirements for a Referendum shall be 10 percent of the General Assembly, and shall be decided by a Majority vote.
- 9.14 The VP Executive Affairs, together with at least two Official Scrutineers, shall oversee the tabulation of votes whether the Referendum is conducted online or by secret physical ballot.
- 9.15 No Referenda shall be held on the same or any similar question until one calendar year has passed from the date of the original Referendum.

Policies

Policy 1 Executive Honouraria Policy

- 1.1 The purpose of the Executive Honouraria is to provide acknowledgment for work carried out by Executive Officers in fulfillment of their duties. All Executive positions, excluding Program Representatives, shall be paid an honorarium at the end of the Executive's tenure of an amount approved by the General Assembly at the Fall General Meeting. The granting of each Executive Officers' honouraria is conditional upon:
 - 1.1.1 Members' regular attendance at Executive Meetings;
 - 1.1.2 Meeting the requirements of their position as laid out in Bylaw 2.3; and
 - 1.1.3 Approval by a Majority of the voting Executive via a secret ballot vote.
- 1.2 Changes to the amount of the yearly honouraria may be granted by approval of the General Assembly at a General Meeting, or by Referendum, and shall be effective for the following Academic Year.
- 1.3 Additional Honouraria
 - 1.3.1 If a Member of the General Assembly has made substantial contributions to the GSA, an Executive Member may nominate him/her to receive an honorarium of \$50. A summary of the nominee's contributions must be provided to the Executive upon nomination.
 - 1.3.2 Additional honouraria shall be granted pending approval by a Majority vote of the Executive via secret ballot vote.

Policy 2 Conference Bursary Policy

- 2.1 The purpose of the Graduate Student Conference Bursaries is to provide support for graduate students to further their professional development by reimbursing conference fees when they are not covered by other sources.
- 2.2 Students shall use the Conference Bursary Application form to apply for funding.
- 2.3 Conference registration, transportation, and accommodation fees shall be considered for bursary funding on a case-by-case basis. All bursary applications must be accompanied by original receipts attached to their application.
- 2.4 Conference Bursary candidates shall be selected by the Conference Bursary Selection Subcommittee chaired by the VP Operations, in accordance with Bylaw 2.3.4e. Bursary recipients shall be approved by a Majority vote of the Executive.

- 2.5 Conference bursaries shall be distributed in three periods over the course of the Academic Year. Application deadlines for each period shall be as follows: May 15th, September 15th, and January 15th.
- 2.6 The funds shall be divided equally among each period. Remaining funds shall be carried-over into the next period.
- 2.7 The number of bursaries granted shall be limited by the availability of funds.
- 2.8 Total annual reimbursement per person shall be at most \$400. Students shall be granted a bursary for only one conference per academic year. Requests for more than \$400, or for additional conferences, shall be considered at year-end pending remaining funds.

Policy 3 Conference and Group Support Policy

- 3.1 The purpose of the Conference and Group Support Bursaries is to:
 - 3.1.1 Provide support for students and student organizations to further their professional development when organizing conferences and professional group activities. Conferences and groups that fall into this category must contain graduate student participation and/or be organized by graduate students;
 - 3.1.2 Provide support to Trent University faculty, community and Associate members provided that their event shall involve or benefit the General Membership.
- 3.2 A full proposal with financial and descriptive details about the conference must be submitted to the VP Finance, in accordance with Bylaw 2.3.5h, using the Conference and Group Support Application form, available through the GSA website.
- 3.3 Conference bursaries shall be distributed biannually; application deadlines shall be the last Friday of October and the last Friday of January of each year.
- 3.4 The number of bursaries granted shall be limited by the availability of funds.
- 3.5 Conference and Group Support Bursary candidates shall be approved by a Majority vote of the Executive.

Policy 4 Entertainment and Recreation Policy

- 4.1 Social events and their budgets shall be submitted for approval by the Executive at an Executive Meeting prior to the event.

- 4.2 Two social events shall occur in each month from September through April. The Symons Seminar Series may qualify as one of the required monthly events. During the summer months (May to August), social events are encouraged and shall occur at the discretion of the Executive.
- 4.3 The VPs Student Affairs are encouraged to plan a variety of social events throughout the year that cater to the diversity of graduate students in the General Assembly, including family-friendly and alcohol-free events.
- 4.4 The VPs Student Affairs shall complete the necessary Risk Management documentation for the Office of Student Affairs prior to any social event, including, but not limited to, a Risk Assessment Form.

Policy 5 GSA Confidential Files Policy

- 5.1 The GSA shall maintain three types of confidential files.

- 5.1.1 *In Camera*

- a. Any Executive Officer may request an *In Camera* discussion. The minutes of the meeting shall read *In Camera* in place of a detailed record of the discussion.
- b. A record of the discussion shall be placed in an *In Camera* file kept in a secured area in the GSA Office.
- c. The *In Camera* file shall be accessible only to members of the Executive.
- d. All Executive Officers present during an *In Camera* discussion shall be asked to sign any *In Camera* minutes in acknowledgement of their confidentiality.
- e. *In Camera* information shall not be disclosed outside the Executive.

- 5.1.2 Non-documented Information

- a. Any Executive Officer may request that a discussion remain off the record.
- b. Such non-documented information shall not be disclosed outside the Executive.

- 5.1.3 Student Grievances

- a. The VP Operations shall maintain a file of Student Grievances in a secure area in the GSA Office
- b. A Student Grievances file shall only be accessible to the VP Operations and the President, and must be kept confidential unless the student filing the grievance provides written consent.

- c. Information contained in a Student Grievances file may be disclosed to the student filing the grievance at the discretion of the VP Operations and President.

5.2 General

- 5.2.1 Confidential files shall be kept in a red file folder to denote their confidentiality.
- 5.2.2 Confidential files must be signed and dated by the person responsible for creating and maintaining the file.
- 5.2.3 Confidential files shall be maintained indefinitely.

Policy 6 Long Range Planning Committee Policy

- 6.1 The chair of the Long Range Planning Committee shall be the President.
- 6.2 The Long Range Planning Committee shall include the President, a former Executive Officer, and at least one additional Executive Officer.
- 6.3 The Long Range Planning Committee shall plan strategies for resolution of ongoing graduate student issues and concerns.
- 6.4 The duties of the Long Range Planning Committee shall include:
 - 6.4.1 Identifying priorities for each year's Executive.
 - 6.4.2 Implementing strategies to achieve long-term goals.
 - 6.4.3 Recommending strategies for achieving short-term goals of GSA committees and sub-committees.
 - 6.4.4 Preparing a year-end progress report, including future directives, for the Executive and General Assembly, to be presented at the Spring General Meeting.

Policy 7 Constitutional Changes Committee Policy

- 7.1 The Chair of the Constitutional Changes Committee shall be the VP Executive Affairs.
- 7.2 The duties of the Constitutional Changes Committee shall include:

- 7.2.1 Performing an annual review of the Constitution and Bylaws of the GSA and proposing appropriate amendments, as required, at the Fall and/or Spring General Meeting(s), in accordance with Article 12 and Bylaw 6.5; and
- 7.2.2 Applying approved amendments to the Constitution and Bylaws.
- 7.2.3