

Trent Graduate Students' Association Articles, By-laws, Policies

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Articles of Incorporation

Submitted in 2011

The name of the corporation is:

Trent Graduate Students' Association Inc.

The objects of which the corporation is incorporated are:

The establishment and maintenance of a graduate students' organization known as the Trent Graduate Students' Association and for the purposes of:

- a. To draw into formal association all graduate students at Trent University on a democratic and cooperative basis;
- b. To contribute to the intellectual growth and cultural development of members of the Trent University Community;
- c. To uphold and respect principles of academic freedom;
- d. To promote the welfare of graduate students and advocate for individual and collective graduate student needs and concerns;
- e. To promote and maintain communication between graduate students, other members of the Trent University community, and the community at large;
- f. To organize services which supplement the learning experience and develop a sense of community with our peers and with other members of society;
- g. To provide avenues for the exchange of ideas between graduate students of all disciplines and promote the dissemination of graduate student research;

h. To pursue equity and social justice by promoting respect, honesty, and fairness in matters relating to the work of Trent University as they pertain to graduate students; and

i. To act as the official voice of all graduate students on matters pertinent to graduate students, both inside and outside Trent University.

And other complementary purposes not inconsistent with these objectives.

The special provisions are:

a) The corporation shall be carried on without the purpose of pecuniary gain for its members and any profits or other accretions to the corporation shall be used in promoting its objects.

b) The directors shall serve without remuneration and no director shall directly or indirectly receive any profit from their positions as such, provided that directors may be paid reasonable expenses incurred by them in performance of their duties.

c) To invest the funds of the corporation in such a manner as determined by the directors, and in making such investments the directors shall not be subject to the Trustee Act, but provided that such investments are reasonable, prudent, and sagacious under the circumstances and do not constitute, either directly or indirectly, a conflict of interest.

d) For the above objects, and as incidental and ancillary thereto, to exercise any of the powers as prescribed by the Corporations Act, or by any other statutes or laws from the time applicable, except where such power is limited by these letters of patent or the statute or common law relating to Not-for-Profit Corporations.

By-Laws

Section 1 - General

1.01 Definitions

In this by-law, unless the context otherwise requires:

- a. "University" shall refer to Trent University in Peterborough, Ontario.
- b. "Act" means the *Not-for-Profit Corporations Act, 2010* (Ontario) and, where the context requires, includes the regulations made under it as amended or re-enacted from time to time;
- c. "Corporation" means the Trent Graduate Students' Association (TGSA) not for profit corporation that has passed these by-laws under the *Act* or that is deemed to have passed these by-laws under the *Act*;
- d. "Board" means the board of directors of the Corporation;
- e. "By-laws" means these by-laws (including the schedules to this by-law) and all other by-laws of the Corporation as amended, from time to time, and, which are, in force;
- f. "Chair" refers to an Officer who shall act as chair at meetings of the Corporation;
- g. "Articles" shall refer to the TGSA's Articles of Incorporation and materials further defined in the *Act*;
- h. "auditor" includes a partnership of auditors or an auditor that is incorporated;
- i. "Member" means a member of the Corporation as laid out in the Articles of the Corporation and the By-laws;
- j. "Members" means the collective membership of the Corporation as defined in the Articles;
- k. "director" [lower-case intentional] is an individual Member occupying the position of director, by whatever name they are called, that is responsible for the management of the Corporation and persons and responsibilities further defined in the *Act*;
- l. "Officer" means an Officer of the Corporation elected as per the By-laws including such positions by whatever they may be called,
- m. the Chair of the Board of the Corporation and a vice-chair of the Board of the Corporation,
- n. the president, a vice-president, the secretary, an assistant secretary, the treasurer, an assistant treasurer and the general manager of the Corporation, and
- o. any other individual who performs functions for the Corporation similar to those normally performed by an individual listed in clause (a) or (b);
- p. "electronic signature" means an identifying mark or process that is,
- q. created or communicated using telephonic or electronic means,
- r. attached to or associated with a document or other information, and
- s. made or adopted by a person to associate the person with the document or other information, as the case may be;

- t. “telephonic or electronic means” means any means that uses the telephone or any other electronic or other technological means to transmit information or data, including telephone calls, voice mail, fax, e-mail, automated touch-tone telephone system, computer or computer networks;
- u. “Academic Year” shall refer to a one year period beginning on May 1st and ending on April 30th of the following calendar year; and
- v. “Business Day” shall refer to any day in which normal business operations are conducted excluding weekends federal and provincial statutory holidays.

1.02 Interpretation

Other than as specified in Section 1.01, all terms contained in these By-laws that are defined in the *Act* shall have the meanings given to such terms in the *Act*. Words importing the singular include the plural and vice versa, and words importing one gender include all genders.

1.03 Severability and Precedence

The invalidity or unenforceability of any provision in these By-laws shall not affect the validity or enforceability of the remaining provisions of these By-laws. If any of the provisions contained in these By-laws are inconsistent with those contained in the Articles or the *Act*, the provisions contained in the Articles or the *Act*, as the case may be, shall prevail.

1.04 Registered Office

The Corporation must have a registered office in Ontario as specified in the Articles that may change township or municipality by a resolution of the directors or may be changed to another place in Ontario by a resolution of the Membership at a special meeting of the Members.

1.05 Seal

The seal of the Corporation, if any, shall be in the form determined by the Board.

1.06 Execution of Contracts

Deeds, transfers, assignments, contracts, obligations, and other instruments in writing requiring execution by the Corporation may be signed by any two of its Officers by a resolution of the Officers. In addition, the Board may from time to time direct the manner in which and the person by whom a particular document or type of document shall be executed. Any person authorized to sign any document may affix the corporate seal, if any, to the document. Any Officer may certify a copy of any instrument, resolution, by-law, or other document of the Corporation to be a true copy thereof.

1.07 Rules of Order

The Corporation shall follow Robert's Rules of Order at any meeting.

1.08 Corporate Records to be Kept

The Corporation shall keep the records, physical or digital, at the Corporation's registered office or another place in Ontario designated by resolution of the directors. The Corporation shall prepare and maintain records containing,

- a. the Corporation's Articles and By-laws, and amendments to them;
- b. all deeds, transfers, assignments, contracts, obligations, and other instruments in writing executed by the Officers;
- c. the minutes of any meetings of the Members and of any committee of Members;
- d. the resolutions of the Members and of any committee of Members;
- e. the minutes of meetings of the directors and of any committee of directors;
- f. the resolutions of the directors and of any committee of directors;
- g. the minutes of meetings of the Officers and of any committee of Officers;
- h. the resolutions of the Officers and of any committee of Officers;
- i. a register of directors;
- j. a register of Officers;
- k. a register of Members; and
- l. the financial statements of each of its subsidiaries and of each body corporate the accounts of which are consolidated in the financial statements of the Corporation.

1.09 Members' Access to Records

A Member or a Member's attorney or legal representative who wishes to examine the register of Members of the Corporation shall first make a request to the Corporation or its agent accompanied by a statutory declaration that must state the name and address of the applicant and, if the applicant is a body corporate, its address for service; and state that the list of Members or the information contained in the register of Members obtained shall not use the list or information except in connection with,

1. an effort to influence the voting of Members;
2. requisitioning a meeting of the Members; or
3. another matter relating to the affairs of the Corporation.

The Corporation or its agent shall allow the applicant access to the register during the Corporation's regular office hours and, on payment of a reasonable fee, provide the applicant with an extract from the register or a current list of Members setting out the names and addresses of each Member as soon as is practical. Members of the Corporation and their attorneys or legal representatives may on request and free of charge examine the financial statements during the Corporation's regular office hours and make copies or take extracts of them. All registers and other records required by or

under this *Act* to be prepared and maintained by a corporation may be in any form, provided that the records are capable of being reproduced in intelligible written form within a reasonable time.

1.10 Protection of Records

The Corporation and its agents shall take reasonable precautions to prevent the loss or destruction of the registers and other records required by or under the *Act*, to prevent the falsification of entries in those registers and records and to facilitate the detection and correction of inaccuracies in them.

Section 2 – Directors

2.01 Number of Directors

The Corporation must have at least three directors who shall assume the roles of Officers in the fulfillment of Schedule A. The maximum number of directors shall be consistent with the Articles of the Corporation.

2.02 Qualifications of Directors

Directors must be a Member of the Corporation. The following persons are disqualified from being a director of a corporation:

1. A person who is not an individual;
2. A person who is under 18 years old;
3. A person who has been found under the *Substitute Decisions Act, 1992* or under the *Mental Health Act* to be incapable of managing property;
4. A person who has been found to be incapable by any court in Canada or elsewhere; or
5. A person who has the status of bankrupt.

2.03 Directors by Virtue of Office

A Member of the Corporation that holds an elected position within the union representing Member student workers shall be a director by virtue of their office.

2.04 Election and Term

The directors shall be elected by and from the Members at the annual meeting of the Members. The term of office of the directors shall follow the Academic Year starting from the May 1st after the date of the meeting at which they are elected or appointed until April 30th after the next annual meeting of the Members or until their successors are elected or appointed as per these By-laws. If a meeting of the Members fails to elect the number or the minimum number of directors required by the *Act*, the directors

elected at that meeting may exercise all the powers of the directors and the Officers if the number of directors so elected constitutes a quorum.

2.05 Vacancies

The office of a director shall be vacated immediately:

1. if the director resigns office by written notice to the Officers or Board, which resignation shall be effective at the time it is received by the Officers or Board or at the time specified in the notice, whichever is later;
2. if the director dies or becomes bankrupt;
3. if the director is found to be incapable of managing property by a court or under Ontario law; or
4. if, at a meeting of the Board, a resolution is passed by at least a majority of the votes cast by the directors removing the director before the expiration of the director's term of office.

2.06 Filling Vacancies

A vacancy on the Board shall be filled as follows:

1. a quorum of directors may fill a vacancy among the directors;
2. if there is not a quorum of directors or there has been a failure to elect the minimum number of directors set out in the Articles, the directors in office shall, without delay, call a special meeting of Members to fill the vacancy and, if they fail to call such a meeting, the meeting may be called by any Member;
3. if the vacancy occurs as a result of the Members removing a director, the Members may fill the vacancy by a majority vote and any director elected to fill the vacancy shall hold office for the remainder of the removed director's term; and
4. the Board may fill any other vacancy by a majority vote, and the appointee shall hold office for the remainder of the unexpired portion of the term of the vacating director. After that, the appointee shall be eligible to be elected as a director.

2.07 Committees

Committees may be established by the Board as follows:

1. The Board may appoint from their number a director or a committee of directors and may delegate to the director or committee any of the powers of the directors excepting those powers set out in the *Act* that are not permitted to be delegated; and
2. Subject to the limitations on delegation set out in the *Act*, the Board may establish any committee it determines necessary for the execution of the Board's responsibilities. The Board shall determine the composition and terms of reference for any such committee.

The Board may dissolve any committee by resolution at any time or the committee shall dissolve at the end of the Academic Year.

2.08 Remuneration of Directors

The directors shall serve as such without remuneration and no director shall directly or indirectly receive any profit from occupying the position of director; provided that:

1. Directors may be reimbursed for reasonable expenses they incur in the performance of their directors' duties;

Directors may be paid remuneration and reimbursed for expenses incurred in connection with services they provide to the Corporation in their capacity other than as directors, provided that the amount of any such remuneration or reimbursement is:

2. considered reasonable by the Board;
3. approved by the Board for payment by resolution passed before such payment is made; and
4. in compliance with the conflict of interest provisions of the *Act*.

2.09 Honorarium for Directors

The directors shall serve as such without remuneration and no director shall directly or indirectly receive any profit from occupying the position of director, though shall by a resolution of the directors, receive an honorarium in an amount decided by resolution of the directors to be paid during the Academic Year provided that the directors are engaging in the affairs of the Corporation in accordance with the Articles and By-laws in a manner as demonstrated to the other directors.

Section 3 - Board Meetings

3.01 Regular Meetings

Meetings of the directors may be called by the Chair, Officer, or any two directors at any time and any place on notice as required by the By-laws. The Board may fix the place and time of regular Board meetings and send a copy of the resolution fixing the place and time of such meetings to each Director, and no other notice shall be required for any such meetings.

3.02 Special Meetings

The directors shall convene a special meeting of the Board on request in writing of any two directors for any purpose connected with the affairs of the Corporation within 10 business days from the date of the deposit of the requisition.

3.03 Notice

Notice of the time and place for the holding of a meeting of the Board shall be given in the manner provided in Section 10 of this by-law to every director of the Corporation not less than seven business days before the date that the meeting is to be held. Notice of a meeting is not necessary if all of the Directors are present, and none objects to the holding of the meeting, or if those absent have waived notice or have otherwise signified their consent to the holding of such meeting. If a quorum of Directors is present, each newly elected or appointed Board may, without notice, hold its first meeting immediately following the annual meeting of the Corporation.

3.04 Quorum

A quorum for the transaction of business at a meeting of the Board is not less than half the directors plus one entitled to vote at the meeting. If a quorum is present at the opening of a meeting of the Board, the directors present may proceed with the business of the meeting, even if a quorum is not present throughout the meeting.

3.05 Chair

The Chair shall preside at Board meetings. In the absence of the Chair, the Directors present shall choose one of their number to act as the Chair.

3.06 Voting

Each Director has one vote and no person shall act of an absent director at a meeting of directors. Questions arising at any Board meeting shall be decided by a majority of votes. In case of an equality of votes, the Chair shall not have a second or casting vote.

3.07 Evidence of Resolution

Unless a ballot is demanded, an entry in the minutes of a meeting of the directors to the effect that the Chair of the meeting declared a resolution to be carried or defeated is, in the absence of evidence to the contrary, proof of the fact without proof of the number or proportion of the votes recorded in favour of or against the resolution.

3.08 Participation by Telephone or Other Communications Facilities

If all of the Directors of the Corporation consent, a Director may participate in a meeting of the Board or of a committee of Directors by telephonic or electronic means that permits all participants to communicate adequately with each other during the meeting. A Director participating by such means is deemed to be present at that meeting.

3.09 Adjournments

Notice of a meeting that continues an adjourned meeting of directors is not required to be given if the time and place of the continued meeting is announced at the meeting that is adjourned.

Section 4 - Financial

4.01 Banking

The Board shall by resolution from time to time designate the bank in which the money, bonds, or other securities of the Corporation shall be placed for safekeeping. Management of the finances shall be done by the Officers with supervision of the directors. Financial expenditures of the Corporation shall first have approval by a resolution of the directors.

4.02 Financial Year

The financial year of the Corporation follows the Academic Year in each year or on such other date as the Board may from time to time by resolution determine.

4.03 Members' Dues

The directors may require Members to pay annual dues and may determine the manner in which the dues are to be paid to the Corporation and shall become the moneys of the Corporation to be spent on the operations in accordance with the Articles, the *Act*, and By-laws. Any changes to the Members' dues must be approved by resolution of the directors and approved by resolution of the Members at an annual meeting of the Members.

4.04 Appointment of Auditor

At an annual meeting of the Members, the Members of the Corporation shall by resolution appoint an auditor who is to be independent from the Corporation as stipulated in the *Act* to hold office until the close of the next annual meeting of the Members. If an auditor is not appointed at an annual meeting of the Members and if no resolution is passed, the incumbent auditor continues in office until a successor is appointed. The remuneration of an auditor shall be approved by resolution of the Board.

4.05 Annual Financial Review

An auditor of the Corporation shall examine the financial statements as is necessary to enable the auditor to report on the financial statements, and after conducting an audit each year for the previous finances of the Academic Year, the auditor shall report on the financial statements.

1. The auditor of a corporation may, if they are of the opinion that it is necessary in order to conduct the audit of the corporation and to make the report required,
2. demand that the present or former directors, Officers, employees or agents of the Corporation give the auditor or other person any information and explanations and access, to records, documents, books, accounts, and vouchers of the Corporation or of any of its subsidiaries; and
3. demand that the directors of the corporation obtain from the former directors, Officers, employees, or agents of any subsidiary of the corporation information and explanations that they are reasonably able to give.

A person to whom a demand is made shall give the auditor or other person the requested information, explanations, and access if they are reasonably able to do so.

4.06 Approval of Annual Financial Statements

The annual financial statements must be approved by resolution of the directors must be evidenced by the signature of two Officers, and the Corporation shall not issue, publish, or circulate copies of the annual financial statements unless they are, approved and signed and accompanied by the audit approved by resolution of the directors. The directors shall place before the Members at every annual meeting of the Members the approved annual financial statements, the audit approved by the directors, and any further information respecting the financial position of the corporation and the results of its operations required by the Articles or the By-laws of the Corporation that relate to the period that began immediately after the end of the last completed financial year following the Academic Year and ended not more than six months before the annual meeting. Not less than 21 days, or a prescribed number of days, before each annual meeting of the Members, the Corporation shall give a copy of the approved annual financial statements, the audit approved by the directors, and any further information respecting the financial position of the Corporation and the results of its operations required by the Articles or the By-laws to all Members who have informed the Corporation that they wish to receive a copy of those documents. The Members shall consider the approved annual financial statements, the audit approved by the directors, and any further information respecting the financial position of the corporation and the results of its operations and by resolution approve these documents.

4.07 Borrowing Powers

The Corporation shall borrow money on the credit of the Corporation, issue, reissue, sell, or pledge debt obligations of the Corporation, give a guarantee on behalf of the corporation to secure performance of an obligation of any person, and mortgage, pledge or otherwise create a security interest in all or any property of the Corporation, owned or subsequently acquired, to secure any obligation of the Corporation.

4.08 Financial Deficit

The Corporation may not operate in such a way as to create a deficit in its finances.

Section 5 - Officers

5.01 Officers

Any Member may hold a specially designated director position referred to as an Officer. The composition of the Officers must have at minimum a president, treasurer, and secretary, by whatever title these positions are called, at the first meeting Board meeting following the annual meeting of the Corporation. The office of treasurer and secretary may be held by the same person and may be understood to be the secretary-treasurer by whatever title this position is called. The office of Chair and president may also be held by the same person. The Board may appoint such other Officers and agents as it deems necessary, and who shall have such authority and shall perform such duties as the Board may prescribe from time to time.

5.02 Election and Term

The Officers shall be elected by and from the Members at the annual meeting of the Members. The term of office of the Officers shall follow the Academic Year starting from the May 1st after the date of the meeting at which they are elected or appointed until April 30th after the next annual meeting or until their successors are elected or appointed as per these By-laws.

5.03 Office Held at Board's Discretion

Any Officer shall cease to hold office upon resolution of the Board.

5.04 Duties

Officers shall be responsible for the duties assigned to them and they may delegate to others the performance of any or all of such duties. Three of the Officers shall be empowered by resolution of the Officers to authorize deeds, transfers, assignments, contracts, obligations, and other instruments in writing of the Corporation be those financial or otherwise as signatories and authorization of any effect must be done by two signatories and no deeds, transfers, assignments, contracts, obligations, and other instruments in writing financial or otherwise shall be authorized without resolution of the directors.

5.05 Regular Meetings

Meetings of the Officers may be called by the Chair or any two Officers at any time and any place on notice as required by the By-laws. The Officers may fix the place and time of regular meetings of the Officers and send a copy of the resolution fixing the place and

time of such meetings to each Officer, and no other notice shall be required for any such meetings.

5.06 Special Meetings

The Officers shall convene a special meeting on request of any two Officers in writing for any purpose connected with the affairs of the Corporation within five business days from the date of the deposit of the requisition.

5.07 Notice

Notice of the time and place for the holding of a meeting of the Officers shall be given in the manner provided in Section 10 of this by-law to every Officer of the Corporation not less than three business days before the date that the meeting is to be held. Notice of a meeting is not necessary if all of the Officers are present, and none objects to the holding of the meeting, or if those absent have waived notice or have otherwise signified their consent to the holding of such meeting. If a quorum of Officers is present, each newly elected or appointed Board may, without notice, hold its first meeting immediately following the annual meeting of the Corporation.

5.08 Quorum

A quorum for the transaction of business at a meeting of the Officers is not less than half the Officers plus one entitled to vote at the meeting. If a quorum is present at the opening of a meeting of the Officers, the Officers present may proceed with the business of the meeting, even if a quorum is not present throughout the meeting.

5.09 Duties of the Chair

The Chair shall be an Officer and perform the duties described in sections 3.04 and 9.05 and such other duties as may be required by law or as the Board may determine from time to time.

5.10 Voting

Each Officer has one vote and no person shall act of an absent director at a meeting of Officers. Questions arising at any meeting of the Officers shall be decided by a majority of votes. In case of an equality of votes, the Chair shall not have a second or casting vote.

5.11 Evidence of Resolution

Unless a ballot is demanded, an entry in the minutes of a meeting of the Officers to the effect that the Chair of the meeting declared a resolution to be carried or defeated is, in

the absence of evidence to the contrary, proof of the fact without proof of the number or proportion of the votes recorded in favour of or against the resolution.

5.12 Participation by Telephone or Other Communications Facilities

If all of the Officers of the Corporation consent, an Officer may participate in a meeting of the Officers or of a committee of Officers by telephonic or electronic means that permits all participants to communicate adequately with each other during the meeting. An Officer participating by such means is deemed to be present at that meeting.

5.13 Adjournments

Notice of a meeting that continues an adjourned meeting of Officers is not required to be given if the time and place of the continued meeting is announced at the meeting that is adjourned.

5.14 Duties of the President

The president shall perform the duties described in Schedule A and such other duties as may be required by law or as the Board may determine from time to time.

5.15 Duties of the Treasurer

The treasurer shall perform the duties described in Schedule B and such other duties as may be required by law or as the Board may determine from time to time.

5.16 Duties of the Secretary

The secretary shall perform the duties described in Schedule C and such other duties as may be required by law or as the Board may determine from time to time.

5.17 Honorarium for Officers

The Officers shall serve as such without remuneration and no Officer shall directly or indirectly receive any profit from occupying the position of Officer, though shall by a resolution of the directors receive an honorarium in an amount decided by resolution of the directors to be paid during the Academic Year provided that the Officers are managing the affairs of the Corporation in accordance with the Articles and By-laws as demonstrated to the directors.

Section 6 - Protection of Directors and Others

6.01 Protection of Directors and Officers

No director, Officer or committee member of the Corporation is be liable for the acts, neglects or defaults of any other director, Officer, committee member or employee of the Corporation or for joining in any receipt or for any loss, damage, or expense happening to the Corporation through the insufficiency or deficiency of title to any property acquired by resolution of the Board or for or on behalf of the Corporation or for the insufficiency or deficiency of any security in or upon which any of the money of or belonging to the Corporation shall be placed out or invested or for any loss or damage arising from the bankruptcy, insolvency or tortious act of any person, firm or Corporation with whom or which any moneys, securities or effects shall be lodged or deposited or for any other loss, damage, or misfortune whatever which may happen in the execution of the duties of their respective office or trust provided that they have:

1. complied with the *Act* and the Corporation's Articles and By-laws; and
2. exercised their powers and discharged their duties in accordance with the *Act*.

And every director, Officer, any Member serving on a committee of the Corporation who has undertaken or is about to undertake any liability on behalf of the Corporation and their heirs, executors, and administrators, and estate and effects, respectively, shall from time to time and at all times, be indemnified and saved harmless out of the moneys of the Corporation, from and against:

1. all costs, charges, and expenses whatsoever which such a director, Officer, any Member serving on a committee of the Corporation sustained or incurred in or about any action, suit, or proceeding that is brought, commenced, or prosecuted against them, for or in respect of any act, deed, matter, or thing whatsoever made, done or permitted by them, in or about the execution of the duties of their respective office; and
2. all other costs, charges, and expenses that a director, Officer, any Member serving on a committee of the Corporation sustained or incurred in, about, or in relation to the affairs of the Corporation, except such costs, charges, or expenses as are occasioned by their own wilful neglect or default.

6.02 Insurance

The corporation shall purchase and maintain insurance for the benefit of an individual referred to in by-law 6.01 against any liability incurred by the individual.

Section 7 - Conflict of Interest

7.01 Conflict of Interest

A director who is in any way directly or indirectly interested in a contract, transaction, or proposed contract or transaction, with the Corporation shall make the disclosure required by the *Act*. Except as provided by the *Act*, no such director shall attend any part of a meeting of directors or vote on any resolution to approve any such contract or transaction.

Section 8 - Members

8.01 Members

Membership in the Corporation shall consist of the incorporators named in the Articles and such other persons interested in furthering the Corporation's purposes and who have been accepted into membership in the Corporation by resolution of the Board. The Corporation recognizes its Members to be dues paying graduate students of University.

8.02 Membership

A membership in the Corporation is not transferable and automatically terminates if the Member resigns or such membership is otherwise terminated in accordance with the Act. Membership in the Corporation ceases when a Member ceases to pay dues to the Corporation. Membership entitles Members voting privileges in the Corporation and the ability to hold an elected office within the Corporation.

8.03 *Disciplinary Act* or Termination of Membership for Cause

Upon 15 business days' written notice to a Member, the Board may pass a resolution authorizing disciplinary action or the termination of membership for violating any provision of the Articles or By-laws.

The notice shall set out the reasons for the disciplinary action or termination of membership. The Member receiving the notice shall be entitled to give the Board a written submission opposing the disciplinary action or termination not less than 5 business days before the end of the 15 business day period. The Board shall consider the written submission of the Member before making a final decision regarding disciplinary action or termination of membership.

Section 9 - Members' Meetings

9.01 Annual Meeting

The annual meeting of the Members shall be held on a day and at a place within Ontario fixed by the Board at the end of the Academic Year. Any Member, upon request, shall be provided, not less than 21 business days before the annual meeting, with a copy of the approved financial statements, auditor's report, and other financial information required by the By-laws or Articles.

The business transacted at the annual meeting shall include:

1. receipt of the agenda;
2. receipt of the minutes of the previous annual and subsequent special meetings;
3. consideration of the financial statements;
4. report of the auditor;

5. reappointment or new appointment of the auditor for the coming year if applicable;
6. reports from the directors on the actions undertaken during their term;
7. election of directors and Officers; and
8. such other or special business as may be set out in the notice of meeting.

No other item of business shall be included on the agenda for annual meeting unless a Member's proposal has been given to the secretary prior to the giving of notice of the annual meeting in accordance with the *Act*, so that such item of new business can be included in the notice of annual meeting.

9.02 Member's Right to Submit and Discuss Proposals

A member entitled to vote at any meeting of the members may,

- a. give the corporation notice of any matter that the member proposes to raise at the meeting, referred to as a "proposal"; and
- b. discuss at the meeting any matter with respect to which the member would have been entitled to submit a proposal.

All proposals shall be subject to the *Act*.

9.03 Special Meetings

The directors may call a special meeting of the Members. The Board shall convene a special meeting of the Members on written requisition of not less than 25 Members for any purpose connected with the affairs of the Corporation that does not fall within the exceptions listed in the *Act* or is otherwise inconsistent with the *Act*, within 21 business days from the date of the deposit of the requisition.

9.04 Notice

Subject to the *Act*, not less than 10 and not more than 50 business days written notice of any annual or special Members' meeting shall be given in the manner specified in the *Act* to each Member and to the auditor. Notice of any meeting where special business will be transacted must contain sufficient information to permit the Members to form a reasoned judgment on the decision to be taken. Notice of each meeting must remind the Member of the right to vote by proxy.

9.05 Quorum

A quorum for the transaction of business at any meeting of the Members is not less than 25 Members entitled to vote at the meeting, whether present in person or by proxy. If a quorum is present at the opening of a meeting of the Members, the Members present may proceed with the business of the meeting, even if a quorum is not present throughout the meeting.

9.06 Chair of the Meeting

The Chair shall be the chair of any meeting of the Members; in the Chair's absence, the Members present at any meeting of the Members shall choose another director as Chair and if no director is present or if all of the directors' present decline to act as Chair, the Members present shall choose one of their number to chair the meeting.

9.07 Voting of Members

Business arising at any meeting of the Members shall be decided by a majority vote of the Members unless otherwise required by the *Act* or the By-laws provided that:

1. each Member shall be entitled to one vote at any meeting;
2. votes shall be taken by a show of hands among all Members present and the chair of the meeting, if a Member, shall have a vote;
3. an abstention shall not be considered a vote cast;
4. before or after a show of hands has been taken on any question, the chair of the meeting may require, or any Member may demand, a written ballot. A written ballot so required or demanded shall be taken in such manner as the chair of the meeting shall direct;
5. if there is a tie vote, the chair of the meeting shall require a written ballot, and shall not have a second or casting vote. If there is a tie vote upon written ballot, the motion is lost; and
6. whenever a vote by show of hands is taken on a question, unless a written ballot is required or demanded, a declaration by the chair of the meeting that a resolution has been carried or lost and an entry to that effect in the minutes shall be conclusive evidence of the fact without proof of the number or proportion of votes recorded in favour of or against the motion.

9.08 Participation by Telephone or Other Communications Facilities

Any person entitled to attend a meeting of the Members may participate in the meeting by telephonic or electronic means that permits all participants to communicate adequately with each other during the meeting if the corporation makes such means available. A person so participating in a meeting is deemed for the purposes of this *Act* to be present at the meeting.

9.09 Adjournments

The Chair may, with the majority consent of any meeting of the Members, adjourn the same meeting from time to time and no notice of such adjournment need be given to the Members, unless the same meeting is adjourned by one or more adjournments for an aggregate of 30 business days or more. Any business may be brought before or dealt with at any adjourned meeting which might have been brought before or dealt with at the original meeting in accordance with the notice calling the same meeting.

9.10 Persons Entitled to be Present

The only persons entitled to attend a meeting of the Members are the Members, the directors, the auditors of the Corporation, and others who are entitled or required under any provision of the *Act* or the Articles to be present at the meeting. Any other person may be admitted only if invited by the Chair of the meeting or with the majority consent of the Members present at the meeting.

Section 10 - Notices

10.01 Service

Any notice required to be sent to any Member or director or to the auditor shall be provided by telephone, delivered personally, or sent by prepaid mail, facsimile, or email or other electronic means to any such Member or director at their latest address, electronic or otherwise, as shown in the records of the Corporation and to the auditor at its business address, electronic or otherwise, or if no address be given then to the last address of such Member or director known to the secretary; provided always that notice may be waived or the time for the notice may be waived or abridged at any time with the consent in writing of the person entitled thereto.

10.02 Computation of Time

Where a given number of days' notice or notice extending over any period is required to be given, the day of service or posting of the notice shall not, unless it is otherwise provided, be counted in such number of days or other period.

10.03 Error or Omission in Giving Notice

No error or accidental omission in giving notice of any Board meeting or any meeting of the Members shall invalidate the meeting or make void any proceedings taken at the meeting.

Section 11 – Equity and Anti-Oppression

11.01 Equitable Operations and Actions

The Corporation, directors, Officers, Members, employees, or any such person involved in the Corporation shall conduct themselves in such a way that no discrimination on one or more of the protected grounds of the *Human Rights Act* of Canada, fail to abide by the *Accessibility for Ontarians with Disabilities Act* of Ontario, or and any such related acts and harassment towards persons of the Corporation or from persons of the Corporation shall occur or be tolerated. The effects and actions of the Corporation shall be conducted without discrimination, harassment, or oppressions against any persons

of or outside of the Corporation or from any persons within or outside of the Corporation. Should any director, Officer, Member, employee, or any such person involved in the Corporation be found to acting in such a way as to be discriminatory against the protected grounds or found to be engaging in harassing behaviour, those persons may be subject to punitive actions enacted by the Corporation in adherence with the *Act* and By-laws. Should the Corporation be found to be enacting discriminatory practices, the directors must act, as appropriate, to end the discriminatory practice and prevent future incidences.

Section 12 – Privacy and Protection of Personal Information

12.01 Privacy

The Corporation shall ensure all its operations and records are in compliance with *Personal Information Protection and Electronic Documents Act* of Canada and the *Personal Health Information Protection Act* of Ontario. Any breach of privacy must be immediately investigated by the directors to restore privacy and ensure no further breaches of privacy.

12.02 Protection of Personal Information

The Corporation shall ensure in its operations and records that no personal information is released except through appropriate actions legislated in the *Personal Information Protection and Electronic Documents Act* of Canada, the *Personal Health Information Protection Act* of Ontario, and the *Act*. Any exposure of personal information must be immediately investigated by the directors to protect any personal information and ensure no further exposure of personal information.

Section 13 – Dissolution of the Corporation

13.01 Dissolution

The Members of a Corporation may, by resolution at a special meeting of the Members, require the Corporation to be wound up voluntarily. A voluntary winding up commences at the time of the passing of the resolution requiring the winding up or at such later time as may be specified in the resolution. The Corporation being wound up voluntarily shall, from the commencement of its winding up, cease to carry on its activities, except in so far as may be required as beneficial for the winding up, but its corporate existence and all its corporate powers, even if it is otherwise provided by its Articles or By-laws, continue until the corporation is wound up. The Corporation shall file notice in the approved form of a resolution requiring the voluntary winding up of the corporation to the persons listed in the *Act* shall within 10 days after it was made file with the Director a certified copy of the order and forthwith publish notice of the order in *The Ontario Gazette*. On the expiration of three months with no extension requested after the date of

the filing of the notice, the Corporation is dissolved. If the Corporation fails to comply with a filing requirement under the *Corporations Information Act* or fails to pay a fee required under the *Act*, the Director may give notice to the Corporation or by publication once in *The Ontario Gazette* that an order dissolving the Corporation will be issued unless the Corporation, within 90 days after the notice is given, complies with the requirement or pays the fee.

13.02 Appointment of Liquidator

At the special meeting of the Members where by resolution the Corporation is dissolved, the Members shall appoint one or more persons, who may be directors, Officers, or employees of the Corporation, as liquidator of the estate and effects of the Corporation for the purpose of winding up its activities and affairs and distributing its property, and may at that or any subsequent meeting of the Members fix the liquidator's remuneration and the costs, charges and expenses of the winding up. All the powers of the directors cease upon the appointment of a liquidator, except in so far as the liquidator may authorize the continuance of such powers.

13.03 Vacancy of Liquidator

If a vacancy occurs in the office of liquidator by death, written resignation, removal by resolution of the Members, or otherwise, the Members may, subject to any arrangement the Corporation may have entered into with its creditors, fill the vacancy by appointment, and a meeting of the Members for that purpose may be called by the continuing liquidator, if any, or by any Member or contributory, and is deemed to have been duly held if called in the manner required by the *Act* for calling meetings of the Members of the Corporation.

13.04 Powers of the Liquidators

A liquidator may,

- a. bring or defend any action, prosecution or other civil, criminal, administrative, investigative or other proceedings in the name and on behalf of the Corporation;
- b. carry on the activities of the Corporation so far as may be required as beneficial for the winding up of the Corporation;
- c. sell the property of the Corporation by public auction or private sale and receive payment of the purchase price either in cash or otherwise;
- d. do all acts and execute all documents, in the name and on behalf of the Corporation, and for that purpose use the seal of the Corporation, if it has one;
- e. draw, accept, make, and endorse any bill of exchange or promissory note in the name and on behalf of the Corporation;
- f. raise any requisite money upon the security of the property of the Corporation;
- g. take out in the liquidator's name as liquidator of the Corporation letters of administration of the estate of any deceased contributory and in the liquidator's

name as liquidator of the Corporation do any other act that is necessary for obtaining payment of any money due from a contributory or from a contributory's estate and which act cannot be done conveniently in the name of the Corporation;

- h. do and execute all other things that are necessary for winding up the activities and affairs of the Corporation and distributing its property;
- i. apply the property of the Corporation in satisfaction of all its debts, obligations, and liabilities, after satisfying the interests of the Corporation's creditors in all its debts, obligations and liabilities, if any;
- j. distribute the remaining property, in distributing the property of the Corporation, debts to employees of the Corporation for services performed for it due at the commencement of the winding up or within one month before, not exceeding three months' wages and vacation pay accrued for not more than 12 months;
- k. shall, within 10 days after the meeting is held, file with the Director a notice stating that the meeting was held and the date of the meeting and shall forthwith publish the notice in *The Ontario Gazette*;
- l. make up an account showing the manner in which the winding up was conducted and the property of the corporation disposed of, and then shall call a meeting of the members for the purpose of having the account laid before them and hearing any explanation that may be given by the liquidator, and the meeting shall be called in the manner required by the *Act*; and
- m. call a meeting of the members at the end of the first year after the commencement of the winding up and of each succeeding year, and the liquidator shall lay before the meeting an account showing the liquidator's acts and dealings and the manner in which the winding up has been conducted during the preceding year.

the costs, charges, and expenses of a winding up, including the remuneration of the liquidator, are payable out of the property of the Corporation in priority to all other claims.

Section 14 - Adoption and Amendment of By-laws

14.01 Amendments to By-laws

The Board may from time to time in accordance with the *Act* pass, amend, or repeal by resolution any by-law that regulates the activities of the Corporation except by-laws other than a provision respecting the transfer of a membership, to change the manner of giving notice to Members entitled to votes at any meeting of the Members, or to change the method of voting by Members not in attendance at a meeting of Members. Any by-law passed, amended, or repealed is effective from the date of the resolution by the directors so long the by-law, amendment, or repeal is submitted to the Members at the next meeting of the Members where the Members may by resolution confirm, reject, or amend the by-law, amendment, or repeal. The by-law, amendment, or repeal confirmed or confirmed as amended by the Members remains effective in the form in which it was confirmed. The by-law, amendment, or repeal ceases to have effect if it is not submitted

by the directors to the Members at the next meeting of the Members. If any by-law, amendment, or repeal that ceases to have effect, a subsequent resolution of the directors that has substantially the same purpose or effect is not effective until it is confirmed or confirmed as amended by the Members at a meeting of the Members. A member entitled to vote at an annual meeting of the Members may make a proposal to make, amend or repeal a by-law in accordance with the *Act*.

Enacted [insert date, except where Corporation is deemed to have passed this by-law under Section 18(1) of the *Act*].

[Insert President Name] [Insert Secretary Name]

Schedule A

Position Description of the President

Role Statement

The president provides leadership to the Board, ensures the integrity of the Board's process and represents the Board to outside parties. The president co-ordinates Board activities in fulfilling its governance responsibilities and facilitates co-operative relationships among Directors and between the Board and senior management, if any, of the Corporation. The president ensures the Board discusses all matters relating to the Board's mandate.

Responsibilities

Agendas

Establish agendas aligned with annual Board goals and preside over Board meetings if also holding the office of Chair. Ensure meetings are effective and efficient for the performance of governance work. Ensure that a schedule of Board meetings is prepared annually.

Direction

Serve as the Board's central point of communication with the senior management, if any, of the Corporation; provide guidance to senior management, if any, regarding the Board's expectations and concerns. In collaboration with senior management, develop standards for Board decision-support packages that include formats for reporting to the Board and level of detail to be provided to ensure that management strategies and planning and performance information are appropriately presented to the Board.

Performance Appraisal

Lead the Board in monitoring and evaluating the performance of senior management, if any, through an annual process.

Work Plan

Ensure that a Board work plan is developed and implemented that includes annual goals for the Board and embraces continuous improvement.

Representation

Serve as the Board's primary contact with the public.

Reporting

Report regularly to the Board on issues relevant to its governance responsibilities.

Board Conduct

Set a high standard for Board conduct and enforce policies and By-laws concerning Directors' conduct.

Mentorship

Serve as a mentor to other Directors. Ensure that all Directors contribute fully. Address issues associated with underperformance of individual Directors.

Succession Planning

Ensure succession planning occurs for senior management, if any, and Board.

Committee Membership

Serve as member on all Board committees.

Schedule B

Position Description of the Treasurer

Role Statement

The treasurer works collaboratively with the president and senior management, if any, to support the Board in achieving its fiduciary responsibilities.

Responsibilities

Custody of Funds

The treasurer shall have the custody of the funds and securities of the Corporation and shall keep full and accurate accounts of all assets, liabilities, receipts and disbursements of the Corporation in the books belonging to the Corporation and shall deposit all monies, securities and other valuable effects in the name and to the credit of the Corporation in such chartered bank or trust company, or, in the case of securities, in such registered dealer in securities as may be designated by the Board from time to time. The treasurer shall disburse the funds of the Corporation as may be directed by

proper authority taking proper vouchers for such disbursements, and shall render to the Chair and directors at the regular meeting of the Board, or whenever they may require it, an accounting of all the transactions and a statement of the financial position, of the Corporation. The treasurer shall also perform such other duties as may from time to time be directed by the Board.

Board Conduct

Maintain a high standard for Board conduct and uphold policies and By-laws regarding Directors' conduct, with particular emphasis on fiduciary responsibilities.

Mentorship

Serve as a mentor to other Directors.

Financial Statement

Present to the Members at the annual meeting of the Members as part of the annual report, the financial statement of the Corporation approved by the Board together with the report of the auditor, as the case may be.

Schedule C

Position Description of the Secretary

Role Statement

The secretary works collaboratively with the president to support the Board in fulfilling its fiduciary responsibilities.

Responsibilities

Board Conduct

Support the president in maintaining a high standard for Board conduct and uphold policies and the By-laws regarding Directors' conduct, with particular emphasis on fiduciary responsibilities.

Document Management

Keep a roll of the names and addresses of the Members. Ensure the proper recording and maintenance of minutes of all meetings of the Corporation, the Board and Board committees. Attend to correspondence on behalf of the Board. Have custody of all minute books, documents, registers and the seal of the Corporation and ensure that they are maintained as required by law. Ensure that all reports are prepared and filed as required by law or requested by the Board.

Meetings

Give such notice as required by the By-Laws of all meetings of the Corporation, the Board and Board committees. Attend all meetings of the Corporation, the Board and Board committees.

Policies

Section 1 - General

1.01 Definitions

These definitions are to be used in the business of the Corporation:

- a. "Policies" means these policies and all other policies of the Corporation as amended, from time to time, and, which act to direct the affairs and effects of the Corporation in conjunction with the By-laws, Articles, and the Act;
- b. "Executive Officer" is the more specific title used by the Corporation for its Officers;
- c. "Executive" means the total body of the Executive Officers;
- d. "Canadian Union of Public Employees (CUPE) 3908" is the union at the University that represents graduate student workers and is the only union that is a director by virtue of office;
- e. "School of Graduate Studies (SGS)" is the administrative body of the University that oversees the administration of graduate studies;
- f. "Graduate Programs" means the degree programs of the University that award graduate diplomas;
- g. "Trent Graduate Students' Association (TGSA) Levy" is the dues that Members' pay to the Corporation as directed by the By-laws;
- h. "Traill College" is the graduate college of the University located in Peterborough, Ontario;
- i. "Blackboard Listserve" is the function in the University's Blackboard Learning Management System that the University must provide access to in some form to the Corporation for the Corporation to communicate with the Members;
- j. "Trent Benefits Plan (TBP)" is the current health care and dental plan that the Members have access as brokered by Student VIP for all the student associations at the University; and
- k. "Peterborough" means the larger community of people living in Peterborough, Ontario.

1.02 Interpretation

Other than as specified in Section 1.01, all terms contained in these Policies that are defined in the Act shall have the meanings given to such terms in the Act and all terms that are defined in the By-laws shall have the meanings given to such terms in the By-laws. Words importing the singular include the plural and vice versa, and words importing one gender include all genders.

1.03 Severability and Precedence

The invalidity or unenforceability of any provision in these Policies shall not affect the validity or enforceability of the remaining provisions of these Policies. If any of the provisions contained in these Policies are inconsistent with those contained in the Articles, By-Laws, or the Act, the provisions contained in the Articles, By-Laws, or the Act, as the case may be, shall prevail. These Policies are to be used in conjunction with the Articles, By-laws, and the Act.

1.04 Execution of Policies

The Policies must be executed in conjunction with the Articles, By-laws, and the Act.

1.05 Registered Office

The current registered office of the Corporation is Wallis Hall 223, Catharine Parr Traill College, 315 Dublin St., Peterborough, ON, K9H 7P4.

1.06 Keys

The Executive shall be in possession of keys to the registered office of the Corporation and mail keys for the mailbox at Traill College provided by Traill College. Each Executive Officer shall possess a key to the registered office and only two Executive Officers shall possess mail keys only for their term. Upon the completion of their term, the Executive must return any keys in their possession to Traill College. Loss or damage of the keys are the responsibility of the Executive Officer and shall be replaced at their expense.

1.07 Mail Collection

The Corporation has two mailboxes that the two Executive Officers, as decided by resolution of the Executive shall possess keys to, that must be checked on a bi-monthly basis,

#326 in the mailroom, Wallis Hall, Traill College;

Graduate Studies Office, Science Complex, Symons Campus

1.08 Changes to Seal

The seal of the Corporation (Appendix 1) may be changed from time to time by a resolution of the directors. A call for new seals shall be put out by the Executive to the Members and Peterborough community for a period no less than 30 business days and the three best seal options as decided by a resolution of the Executive shall be brought to the directors at the next Board meeting. The new seal shall be confirmed by a resolution of the directors. The new seal must be of high quality. The creator of the new seal shall receive an honorarium to be determined by a resolution of the directors.

1.08 Execution of Contracts

Deeds, transfers, assignments, contracts, obligations, and other instruments in writing must be reviewed by the directors before they can be signed by any two Officers and may only be signed by a resolution of the Officers. All executed documents must be presented to the directors at the next Board meeting.

Section 2 – Directors

2.01 Composition of Directors

The composition of directors should adhere to:

1. The Executive Officers;
2. One Member from each of the Graduate Programs to be known as program representatives;
3. The Member that is part of CUPE 3908 as described in the By-laws;
4. Five Members to be known as,
5. Equity Commissioner;
6. Environmental Commissioner;
7. Health Benefits Commissioner;
8. External Affairs Commissioner; and
9. International Student Commissioner.

2.02 Qualifications of Directors

Certain directors must meet certain qualifications to hold specific director positions:

1. The program representatives must be enrolled in the program that they are elected to represent;
2. The Equity Commissioner must identify as a member of one of the five equity-seeking groups recognized by Ontario: women, people of colour, people with disabilities, Aboriginal persons, or LGBTTTQ+ persons; and
3. The International Student Commissioner must be a Member that is registered as an international graduate student with the University.

2.03 Committees

Committees shall be struck during the Academic Year to conduct,

- a. A review the finances of the Corporation;
- b. A review the Articles, By-laws, Policies, and the Act;
- c. A review of the TBP; and
- d. A review to ensure the equitable and sustainable operations of the Corporation.

2.03 Portfolio of Directors

The general duties of the directors are as follows,

Program representatives shall:

- i. Attend Board meetings, special or otherwise, and attend Members meetings, special or otherwise;
- ii. To serve on a committee of the Corporation; and
- iii. Inform the persons in their program of the actions of the Corporation;

CUPE 3908 representative shall:

- i. Attend Board meetings, special or otherwise, and attend Members meetings, special or otherwise;
- ii. To serve on a committee of the Corporation; and
- iii. Inform the directors of the Corporation of the actions of the union and inform the union of the action of the Corporation;

Equity Commissioner shall:

- i. Attend Board meetings, special or otherwise, and attend Members meetings, special or otherwise;
- ii. Advocate for equity and anti-oppression on behalf of the Corporation;
- iii. Ensure the Corporation is equitable in conducting its operations;
- iv. To serve on equity-focused committees as directed by resolution of the directors; and
- v. Submit a transition document (Appendix 2) to and have a transition meeting with the next person to hold this position before the end of their term;

Environmental Commissioner shall:

- i. Attend Board meetings, special or otherwise, and attend Members meetings, special or otherwise;
- ii. Advocate for sustainability and environmentally aware practices on behalf of the Corporation;
- iii. Ensure the Corporation is sustainable in conducting its operations;
- iv. To serve on sustainability-focused committees as directed by resolution of the directors; and
- v. Submit a transition document (Appendix 2) to and have a transition meeting with the next person to hold this position before the end of their term;

Health Benefits Commissioner shall:

- i. Attend Board meetings, special or otherwise, and attend Members meetings, special or otherwise;
- ii. Co-ordinate the advertisement of the TBP with Student VIP and the other student associations;
- iii. Assist Members with issues related to the TBP directly or indirectly;
- iv. To serve on health care-focused committees as directed by resolution of the directors; and
- v. Submit a transition document (Appendix 2) to and have a transition meeting with the next person to hold this position before the end of their term;

External Affairs Commissioner shall:

- i. Attend Board meetings, special or otherwise, and attend Members meetings, special or otherwise;
- ii. Advocate for the Members on behalf of the Corporation in affairs external to the Corporation;
- iii. Ensure the interests of the Corporation are represented in external organizations;
- iv. To serve on committees as directed by resolution of the directors; and
- v. Submit a transition document (Appendix 2) to and have a transition meeting with the next person to hold this position before the end of their term;

International Student Commissioner shall:

- i. Attend Board meetings, special or otherwise, and attend Members meetings, special or otherwise;
- ii. Co-ordinate with groups representing the interests of international students and advocate of the Members on behalf of the Corporation;

- iii. Assist Members with issues related being an international graduate student;
- iv. To serve on committees as directed by resolution of the directors; and
- v. Submit a transition document (Appendix 2) to and have a transition meeting with the next person to hold this position before the end of their term.

2.09 Honorarium for Directors

Following by-law 2.09, a director shall receive an honorarium for their time in their position so long as they have engaged in their duties as outlined in policy 2.03 to the satisfaction of the other directors in the amount of \$50 for program representatives and \$200 for the Equity Commissioner, Environmental Commissioner, Health Benefits Commissioner, External Affairs Commissioner, and International Student Commissioner.

Section 3 – Board Meetings

3.01 Number of Meetings

It is recommended that the Board meet once per month from September to April and at least twice from May to August during the Academic Year.

Section 4 – Financial

4.01 Financial Institutions

The Corporation currently has accounts with TD Canada Trust and Tangerine Savings.

4.02 Handling of Financial Instruments

Any effects of or related to the banking of the Corporation will be entrusted to the Executive for safekeeping and use. Loss or damage of the keys are the responsibility of the Executive Officer and shall be replaced at their expense. All cheques of the Corporation must be signed by any two of the three Executive Officers empowered to sign cheques whose expenditure has been approved in conjunction with the By-laws.

4.03 Members' Dues

The TGSA Leys is currently \$104.60 for Members registered with SGS as full time graduate students and \$52.30 for Members registered with SGS as full time graduate students.

4.04 Budgetary Commitments

The Corporations must ensure the following items are part of the annual budget,

- a. Spring Fling event;
- b. Festivus event;
- c. Orientation Week event;
- d. Summer event;
- e. Thesis Binding for Members;
- f. Academic Development Bursary;
- g. Emergency Bursary;
- h. Event and organization donations;
- i. Donation to Three Minute Thesis;
- j. Donation to Symons Seminar Series;

- k. General operating costs;
- l. Capital purchases;
- m. Capital reserve;
- n. Honoraria;
- o. Insurance; and
- p. Audit.

Annual budgetary commitments may be added or removed by a resolution of the directors. At a minimum, the Corporation must have money for insurance and an annual audit. Should a monetary deficit occur, the annual budget must prioritize thesis binding, Academic Development Bursary, Emergency Bursary, and event and organization donations.

4.05 Donations and Sponsorships

The Corporation may solicit donations and sponsorships in accordance with the Act in recognition that the Corporation is not a registered charity and imbued with the powers as such. The Corporation may also be a donor or sponsor for an event or organization of such interest to the Members and in the confirmation of the Articles. Donations or sponsorships shall be received by the Corporation in writing and approved by a resolution of the directors.

4.06 Levy Groups

The Corporation by resolution of the Members at a meeting of the Members may decided by a referendum to begin collecting, end collecting, increase, or lower an amount of money collected from individual members to be given to an organization external to the Corporation in accordance with the Articles and By-laws.

4.07 Other Honorarium

The Corporation from time to time may issue honorarium in recognition of persons who have contributed to the Corporation or to any such person in accordance with the Articles in an amount determined by a resolution of the board.

4.08 Capital Reserve

At least 2.5% of the annual Members' dues shall be dedicated into a capital reserve until the reserve reaches \$40,000 and afterward money will only be added to the capital reserve to as necessary to maintain \$40,000. If necessary moneys from the capital reserve may be used in the legal defense or consultation for the Corporation. The Corporation must maintain enough capital reserve money to protect its financial viability for a minimum of one Academic Year in the event that Members' dues are deficient. The capital reserve may only be spent by resolution at a special meeting of the directors.

4.09 Annual Surplus Moneys

Any moneys that were not spent in the Academic Year shall be invested into the Emergency Bursary each year until the amount of \$5,000 is reached. Then surplus money will only be added each year as needed to maintain \$5,000. Should there be a

significant annual money surplus, the expenditures of the Corporation should be reviewed by the directors to ensure Members' dues are being appropriately used.

4.10 Academic Development Bursary

The purpose of the Academic Development Bursary is to provide support for Members to further their academic development by reimbursing fees not covered by other sources of funding. The fees that may be reimbursed must be related to the academics of the person related but not limited to workshop or conference fees, membership fees in an organization, travel for conferences, and the purchase of materials like books. Food is not an eligible expense.

A Member may only apply once per the Academic Year and may receive up to a \$250.00 reimbursement for receipted costs. Members shall apply for reimbursement using the Academic Development Bursary application (Appendix 3) and submit the application with all original receipts, physical or digital, attached to their application with proof of attending the conference or workshop if applicable. Photocopies of receipts will not be accepted. If receipts are in currency other than Canadian (CND) dollars, the Member make a note of the CND equivalent at the time of payment for the application. Applications shall be submitted to the Executive Officer in charge of the finances of the Corporation, by whatever title the position is called, in either physical or digital format. There shall be three submission periods with their own deadlines,

- a. Fall submission deadline to TGSA is Sept 15;th
- b. Winter submission deadline to TGSA is Jan 15;th and
- c. Summer submission deadline to TGSA is May 15.th

Applications will be accepted up to five business days after the set deadline but will be subject to a financial waiting penalty of five percent. Upon review by the Executive Officer in charge of the finances of the Corporation, by whatever title the position is called, any applications that require explanation or involve special circumstances shall be investigated by contacting the person of the application in question. They shall have 10 business days to resolve the matter or the application will be considered incomplete. Incomplete or incorrectly submitted applications shall not be eligible for reimbursement. A record of each individual amount reimbursed free of personal information shall be made and kept by the Executive as per by-law 1.08.

The Executive Officer in charge of the finances of the Corporation, by whatever title the position is called, shall bring the total amount to be paid to the meeting of the Board the month after the application deadline, to be approved by a resolution of the directors. The money available for each submission period shall be divided equally and any surplus money shall be carried over into the next submission period.

4.11 Emergency Bursary

The purpose of the Emergency Bursary is to provide additional and immediate financial support for Members who are experiencing an unexpected and harmful financial burden that is not covered by the TBP, governmental support, community support, or support

from the University. Members seeking financial support for a health or dental emergency must be a part of the TBP. The due to financial constraints, the Emergency Bursary is meant to supplement already existing emergency programs not replace them.

Members shall apply for the Emergency Bursary at the time the financial need occurs using the Emergency Bursary application (Appendix 4) and submit the application with all original receipts, proof of costs, expense quotes, or expense estimates, physical or digital, attached to their application with the exception of applying for grocery money. Photocopies of receipts will not be accepted. If receipts are in currency other than Canadian (CND) dollars, the Member make a note of the CND equivalent at the time of payment for the application. Financial support covered by the Emergency Bursary fall into three categories,

- a. Health and dental
- b. Basic income; and
- c. Groceries.

In individual cases clearly demonstrated by a Member asking for moneys through the Emergency Bursary the application may be submitted without all original receipts, proof of costs, or expense quotes as approved by a resolution of the Executive.

Each of the categories have monetary limits that can be claimed by an Member,

- a. Health and dental shall have a limit of \$250 per Member per 6-month period;
- b. Basic income shall have a limit of \$450 per Member per 12-month period; and
- c. Groceries shall have a limit of \$75 per single Member per 4-month period and \$200 per Member with a minimum of two (2) dependents per 4-month period.

In individual cases clearly demonstrated by a Member asking for moneys through the Emergency Bursary these limits may disregarded by a resolution of the Executive.

Applications shall be submitted to the Executive Officer in charge of the finances of the Corporation, by whatever title the position is called, in either physical or digital format. Upon review by the Executive Officer in charge of the finances of the Corporation, by whatever title the position is called, any applications that require explanation or involve special circumstances shall investigated by contacting the person of the application in question. They shall have 10 business days to resolve the matter or the application will be considered incomplete. Incomplete or incorrectly submitted applications shall not be eligible for a bursary. The Executive Officer in charge of the finances of the Corporation, by whatever title the position is called, shall bring the total amount to be paid to any meeting of the Executive after receiving the application, to be approved by a resolution of the Executive. A record of each individual amount reimbursed free of personal information shall be made and kept by the Executive as per by-law 1.08.

Section 5 – Executive Officers

5.01 Composition of Directors

The composition of Executive should adhere to:

1. President;
2. Vice President Internal Affairs;
3. Vice President Finance;
4. Vice President Communications;
5. Vice President Student Affairs; and
6. Vice President Senator.

5.02 External Committees

There exist committees external to the Corporation that must have a Member serving on the committee representing the interests of the Corporation. The Executive shall keep a list of these committees and organize and oversee representation by a Member on those committees.

5.03 University Committees

There exist committees of the University external to the Corporation that must have an Executive serving on the committee representing the interests of the Corporation. The Executive shall keep a list of these committees and organize representation by a Executive Officer on those committees.

5.04 Portfolio of Directors

The general duties of the Executives are as follows,

President shall in accordance with Schedule A in the By-laws:

- i. Attend Executive meetings, Board meetings, and Members meetings, special or otherwise;
- ii. Ensure that the responsibilities of each Executive and director portfolio are being done;
- iii. Ensure all necessary documentation regarding the Not for Profit Incorporation of the Corporation remain current and in good standing;
- iv. Understand and be able to use Robert's Rules of Order;
- v. Organize equity and anti-oppression training for the Executive at the start of their terms;
- vi. Represent the Corporation at the Presidents' Group Meetings;
- vii. Serve on committees of other student associations at the University as requested or invited;
- viii. Meet with persons of the University and persons of the Peterborough community as invited or needed; and
- ix. Submit a transition document (Appendix 2) to and have a transition meeting with the next person to hold this position before the end of their term;

Vice President Internal Affairs shall:

- i. Attend Executive meetings, Board meetings, and Members meetings, special or otherwise;
- ii. Understand and be able to use Robert's Rules of Order;
- iii. Perform the duties of the President when required or should the position become vacant;

- iv. Serve on all University Colleges and Student Services committees that concern monetary contributions of the Members;
- v. Organize the reviews as required by policy 2.03;
- vi. Ensure the Members of the Corporation and the operations of the Corporation adhere to the Articles, By-laws, and the Act;
- vii. Organize and oversee all electronic voting when it should occur;
- viii. Organize and oversee the elections and referendum of the Corporation; and
- ix. Submit a transition document (Appendix 2) to and have a transition meeting with the next person to hold this position before the end of their term;

Vice President Communications shall in accordance with Schedule C, and Schedule B if applicable, in the By-laws:

- i. Attend Executive meetings, Board meetings, and Members meetings, special or otherwise;
- ii. Understand and be able to use Robert's Rules of Order;
- iii. Create the agenda for each Executive meeting, Board meeting, and Members meeting, special or otherwise;
- iv. Record the minutes and resolutions of each Executive meeting, Board meeting, and Members meeting, special or otherwise;
- v. Ensure that all required documents of the Corporation are being kept in accordance with by-law 1.08;
- vi. Organize and send all notices in accordance with the By-laws;
- vii. Send important communications to the Members in a timely manner using the Blackboard Listserv; and
- viii. Submit a transition document (Appendix 2) to and have a transition meeting with the next person to hold this position before the end of their term.

Vice President Finance shall in accordance with Schedule B, and Schedule C if applicable, in the By-laws:

- i. Attend Executive meetings, Board meetings, and Members meetings, special or otherwise;
- ii. Act in accordance with the By-laws and Policies in all sections relevant to the finances of the Corporation;
- iii. Ensure that all required documents of the Corporation are being kept in accordance with by-law 1.08;
- iv. Posses and care for the financial instruments of the Corporation;
- v. Receive all moneys due to the Corporation, including Member dues insuring the Member dues are correct, collected from SGS and other sources such as donors;
- vi. Create and oversee the management of the annual budget of the Corporation;
- vii. Manage the finances of the Corporation in accordance with the By-laws, the Act, and Policies; and
- viii. Submit a transition document (Appendix 2) to and have a transition meeting with the next person to hold this position before the end of their term;

Vice President Student Affairs shall:

- i. Attend Executive meetings, Board meetings, and Members meetings, special or otherwise;
- ii. Organize any events of the Corporation in partnership with other organizations as applicable ensuring the events are accessible and remain within the monetary amount approved by the directors;
- iii. Organize and attend orientation events to present to the new Members information about the Corporation and TBP;
- iv. Receive any concerns, questions, or complaints that Members have on any topic and resolve those concerns, questions, or complaints or direct concerns, questions, or complaints to relevant persons;
- v. Organize out-reach to engage the Members of the Corporation and promote participation in the Corporation and recruit directors;
- vi. Ensure the operations of the Corporation are accessible and in a format that is easily comprehensible to the Members;
- vii. Organize campaigns that inform Members about the TBP; and
- viii. Submit a transition document (Appendix 2) to and have a transition meeting with the next person to hold this position before the end of their term;

Vice President Senator shall:

- i. Attend Executive meetings, Board meetings, and Members meetings, special or otherwise;
- ii. Serve on all University Senate committees that concern the Members or as requested or invited;
- iii. Keep up-to-date with the actions of the Board of Governors of the University;
- iv. Organize any meeting of the Members;
- v. Ensure the Corporation has directors and liability insurance; and
- vi. Submit a transition document (Appendix 2) to and have a transition meeting with the next person to hold this position before the end of their term.

5.05 Honorarium for Executive Officers

Following by-law 5.17, an Executive Officer shall receive an honorarium for their time in their position so long as they have engaged in their duties as outlined in policy 4.04 to the satisfaction of the other directors in the amount of \$1,200.

Section 6 – Executive Meetings

6.01 Number of Meetings

It is recommended that the Executive meet twice per month from September to April and at least once from May to August during the Academic Year.

Section 7 – Elections

7.01 General

Elections of the Corporation shall be conducted in accordance with the By-laws and shall be considered separate from filling vacancies in the By-laws. The election period shall open the first of April in every Academic Year and shall conclude at the annual meeting of the Members in the same month. Members interested in holding an elected

position for the following Academic Year shall declare interest in writing to the directors at any time during the Academic Year and may start campaigning upon the opening of the election period. Campaigning must be done in a manner that conforms to by-law 11.01.

7.02 Election of Directors by Interest Groups

In accordance with policy 2.02, Members wishing to be program representatives shall be preferably elected by the Members in the program they wish to represent and Members wishing to be the International Student Commissioner shall be elected by Members that are registered as an international graduate student with the University.

7.03 Election Process

The voting of candidates shall be done by Members in accordance with the By-laws including voting by ballot. Should a candidate be running for a position unopposed, they must still be acclaimed by a majority vote of the Members.

7.04 Unsuccessful Elections

In case where a Member is not elected or acclaimed for the position they wished to hold, the position becomes vacant any may be filled in accordance with the By-laws. Should all director positions be vacant the at minimum three directors shall remain incumbent in their positions until the vacancies can be filled.

Section 8 – Referendum

8.01 General

Decisions that would significantly affect the Members or the finances of the Members or the Corporation as described in the Articles, By-laws, and the Act must be decided by a referendum. Members may decide to campaign for a position in consideration of a referendum and must do so in a manner that conforms to by-law 11.01.

8.02 Proposal of Referendum

Any Member of the Corporation may submit a referendum in writing to the directors at any time during the Academic Year for consideration at the next meeting of the Members. Referendum must be formatted in a clear “yes” or “no” question. The directors may decide by a resolution that the format of the referendum question does not meet this criterion and request the Member re-submit the referendum as corrected.

8.03 Successful Referendum

Successful referendum shall be binding for at least one Academic Year. No referendum shall be considered by a resolution of the directors if the question is deemed to be too similar to a successful referendum that is still in its binding year.

Section 9 – Electronic Voting

9.01 Circumstances for Electronic Voting

Should a situation occur where voting cannot happen at the meeting or must happen outside of scheduled meeting times, voting may be done by an online digital vote. All voting, physical or digital, is subject to the Act and the By-laws.

9.02 Electronic Voting for Board Meetings

In instances where voting cannot be done by the directors at any meeting of the Board, the directors by a resolution may decide to hold a digital vote. From time to time, the directors may be asked to participate in a digital vote for a resolution that has not been presented at a meeting of the Board. This should only be done when a decision by a resolution of the directors must be reached without delay. Resolutions for which the directors have already reached a decision may not be amended or repealed by a digital vote. Resolutions that shall affect the Membership may not be done by a digital vote. Resolutions decided by a digital vote shall be open for a period of five business days and must contain sufficient information to permit the directors to form a reasoned judgment on the decision to be taken and the result of the vote is subject to be recorded in accordance with the By-laws.

9.03 Electronic Voting for Executive Meetings

In instances where voting cannot be done by the Executive at any meeting of the Executive, the Executive by a resolution may decide to hold a digital vote. From time to time, the Executive may be asked to participate in a digital vote for a resolution that has not been presented at a meeting of the Executive. This should only be done when a decision by a resolution of the Executive must be reached without delay. Resolutions for which the Executive have already reached a decision may not be amended or repealed by a digital vote. Resolutions that shall affect the Membership may not be done by a digital vote. Resolutions decided by a digital vote shall be open for a period of three business days and the result of the vote is subject to be recorded in accordance with the By-laws.

9.04 Electronic Voting for Approval of Financial Statements

Before the financial statement of the Corporation are to be presented to the Members at any annual meeting of the Members, the directors may by a resolution delay the consideration of the resolution to a digital vote. Resolutions decided by a digital vote shall be open for a period of seven business days and must contain sufficient information to permit the Members to form a reasoned judgment on the decision to be taken and the result of the vote is subject to be recorded in accordance with the By-laws.

9.05 Electronic Voting for Approval of the Audit

Before the audit of the Corporation is to be presented to the Members at any annual meeting of the Members, the directors may by a resolution delay the consideration of the resolution to a digital vote. Resolutions decided by a digital vote shall be open for a period of seven business days and must contain sufficient information to permit the Members to form a reasoned judgment on the decision to be taken and the result of the vote is subject to be recorded in accordance with the By-laws.

9.05 Electronic Voting for Elections

Before the elections of the Corporation are to occur at any annual meeting of the Members, the directors may by a resolution delay the voting for candidates to a digital

vote. Resolutions decided by a digital vote shall be open for a period of seven business days and must contain sufficient information to permit the Members to form a reasoned judgment on the decision to be taken and the result of the vote is subject to be recorded in accordance with the By-laws.

9.06 Electronic Voting for Referendum

Before the referendum of the Corporation are to occur at any annual meeting of the Members, the directors may by a resolution delay the consideration of the referendum to a digital vote. Resolutions decided by a digital vote shall be open for a period of seven business days and must contain sufficient information to permit the Members to form a reasoned judgment on the decision to be taken and the result of the vote is subject to be recorded in accordance with the By-laws.

9.07 Quorum

Every digital vote must reach a number of votes that constitute the natural quorum of the meeting, Board, Executive, or Member, as specified in the By-laws.

Section 10 – Adoption and Amendment of Policies

14.01 Amendments to Policies

The Board may from time to time in accordance with the Act and By-laws pass, amend, or repeal by resolution any policy that regulates the activities of the Corporation. Any policy passed, amended, or repealed is effective from the date of the resolution by the directors so long the by-law, amendment, or repeal is submitted to the Members at the next meeting of the Members where the Members may by resolution confirm, reject, or amend the policy, amendment, or repeal. The policy, amendment, or repeal confirmed or confirmed as amended by the Members remains effective in the form in which it was confirmed. The policy, amendment, or repeal ceases to have effect if it is not submitted by the directors to the Members at the next meeting of the Members. If any policy, amendment, or repeal that ceases to have effect, a subsequent resolution of the directors that has substantially the same purpose or effect is not effective until it is confirmed or confirmed as amended by the Members at a meeting of the Members. A member entitled to vote at an annual meeting of the Members may make a proposal to make, amend or repeal a policy in accordance with the Act and By-laws.

Enacted [insert date, when the directors have deemed to have passed these Policies].

[Insert President Name] [Insert Secretary Name]

Appendix 1 Seal

[to be added once approved]

Appendix 2 Transition Document

Transition Document for Executive Officers and Commissioners

You must complete this document and its tasks to receive your honorarium!

Position

Term (month/year-month/year):

Outgoing person's contact information for follow up questions or concerns

Name (first/last):

Email:

Phone:

Important tasks

Get these done before the end of your term:

1. The outgoing person switched the TGSA email to the incoming person Y / N
2. The outgoing person organized their TGSA email account before the switch Y / N
3. The outgoing person switched the TGSA google drive to the incoming person Y / N
4. The outgoing person put all necessary documents into the TGSA google drive Y / N
5. The outgoing person relinquished their signing authority (if applicable) Y / N
6. The incoming person gained signing authority (if applicable) Y / N
7. The outgoing person switched access to the TGSA bank account to the incoming person (if applicable) Y / N
8. The outgoing person switched access to the TGSA Tangerine savings account to the incoming person (if applicable) Y / N
9. The outgoing person gave the incoming person the cheques and leger (if applicable) Y / N
10. The outgoing person gave the incoming person all the banking property such as the debit card (if applicable) Y / N
11. The outgoing person has returned all property of the TGSA to the TGSA office (if applicable) Y / N
12. The outgoing person has returned their TGSA office key and mail key (if applicable) to Traill College Y / N
13. The incoming person has signed out the TGSA office key and mail key (if applicable) Y / N
14. The outgoing person has given the incoming person has been given access to the TGSA office computer Y / N
15. The out going person has given the incoming person has been given access to all TGSA social media and website accounts (if applicable) Y / N
16. The outgoing person has met with the incoming person to train them for their position Y / N
17. The outgoing person has finished all necessary documents, paperwork, or projects that must be completed, such as financial documents Y / N

Important people and their contact information

Put the name of the person, what you would contact them for, and how to reach them:

Important things to do in the position

List each thing the incoming person needs to know about their position:

Important dates and time frames

List each important date or time frames in which things need to be started, completed, or will happen:

Projects in progress

List each project that was started and not finished and what needs to be done:

Future projects or ideas

List each project or idea that should be done in this position:

Helpful resources

List all helpful resources that the incoming person should know about and where to access them:

TGSA property

List any objects or property owned by the TGSA that the incoming person has access to and how to access them:

Other information

Anything else the incoming person needs to know to be successful in this position:

Appendix 3 Academic Development Bursary Application

[letter head must be in header of document]

Academic Development Bursary Application

Conditions:

- 1) The purpose of the Academic Development Bursary is to provide support for Members to further their academic development by reimbursing fees not covered by other sources of funding. The fees that may be reimbursed must be related to the academics of the person related but not limited to workshop or conference fees, membership fees in an organization, travel for conferences, and the purchase of materials like books. Food is not an eligible expense.
- 2) Academic Development Bursary application may only be submitted once a year from May 1st to April 31st of the following year during the TGSA financial year.
- 2) Applications will be assessed three times per year. Applications will be accepted no later than 5 business days after the period end and late applications are subject to a financial penalty of 5%:
 - Fall submission deadline to TGSA is Sept 15th
 - Winter submission deadline to TGSA is Jan 15th
 - Summer submission deadline to TGSA is May 15th
- 5) **Attach all ORIGINAL receipts, proof of expenses, and proof of attending the conference or workshop (if asking for a bursary for a conference or a workshop).** Photocopies with NOT be accepted. Electronic documents or photographs of original documents may be submitted so long as they clearly demonstrate the expense. It is your responsibility to obtain proof of the cost. If receipts are in currency other than Canadian dollars, please make a note of the Canadian dollar equivalent. Grocery emergency applications do not require documentation.
- 3) The TGSA will reimburse only reimburse expenses up to \$250.00. Due to budgetary constraints, rounds that experience a high volume of applications exceeding the allocated budget will result in fund pro-ration. In the event of fund pro-ration, the TGSA cannot guarantee that applicants will be reimbursed the entirety of their claim. Please allow up to 6 weeks past the deadline for your cheque to arrive.
- 4) Submit applications by email: vpfinancetgsa@trentu.ca or by mail: TGSA VP Finance, Wallis Hall 223 Trail College, 315 Dublin St, Peterborough, Ontario, Canada K9H 7P4

Application:

Full Name: _____
 Graduate Program: _____ Year of study: _____
 Mailing Address: _____
 Email Address: _____ Delivery Preference: Mail or Pick-up

Have you been awarded an Academic Development Bursary any time between May 1st of this year to April 31st of the following year? Y / N

If yes when did you receive the bursary:

Description of Cost	Amount CAD (\$)	Other Funding Received? (If yes, indicate where)
Total Expenses		

FUNDING AMOUNT REQUESTED: _____

Please write a brief summary of how the expenses listed are part of your academic development and contribute to the completion of your program, course, degree, or graduate research:

I certify that the amounts claimed are accurate, were incurred by me for academic purposes, and have not been reimbursed from another source. I understand that if my request contains any

items not eligible OR not supported by appropriate documentation, the item(s) will not be considered for a bursary and remain my personal responsibility.

I understand that if my request contains any items not eligible OR not supported by appropriate documentation, the item(s) will not be considered for a bursary and remain my personal responsibility. Incomplete or incorrectly submitted applications may not be considered for a bursary.

Claimant's signature: _____ Date: _____

Appendix 4 Emergency Bursary Application

[letter head must be in header of document]

Emergency Bursary Application

Conditions:

- 1) The purpose of the Emergency Bursary is to provide additional and immediate financial support for graduate students who are experiencing an unexpected and harmful financial burden that is not covered by the Trent Benefits Plan (the health and dental plan), pre-existing governmental support, community support, or support from Trent University. Graduate students seeking financial support for a health or dental emergency must be a part of the Trent Benefits Plan.
- 2) Emergency Bursary applications may be submitted at anytime.
- 3) Emergencies covered by the Emergency Bursary fall into three categories:
 - Health and dental emergency (procedures not covered by the current Trent Benefits Plan)
 - Basic income emergency (unable to pay costs associated with basic living needs)
 - Grocery emergency
- 4) **Attach all ORIGINAL receipts, proof of costs, expense quotes, medical estimates from a health care professional, unpaid invoices, or unpaid bills if you are claiming a Health and Dental emergency or Basic Income emergency.** Photocopies will NOT be accepted. Electronic documents or photographs of original documents may be submitted so long as they clearly demonstrate the expense. It is your responsibility to obtain proof of the cost. If receipts are in currency other than Canadian dollars, please make a note of the Canadian dollar equivalent. Grocery emergency applications do not require documentation.
- 5) Each category has a limit on the amount that can be claimed:
 - Health and Dental Emergency shall have a limit of \$250 per student per 6-month period
 - Basic Income Emergency shall have a limit of \$450 per student per 12-month period
 - Grocery Emergency shall have a limit of \$75 per single student and \$200 per student with a minimum of 2 dependents per 4-month period
- 6) Due to budgetary constraints, if there is a high volume of applications exceeding the allocated budget this will result in fund pro-ration. In the event of fund pro-ration, the TGSA cannot guarantee that applicants will receive funding.
- 7) Submit applications by email: vpfinancetgsa@trentu.ca or by mail: TGSA VP Finance, Wallis Hall 223 Trill College, 315 Dublin St, Peterborough, Ontario, Canada K9H 7P4

Application:

Full Name: _____

Graduate Program: _____ Year of study: _____

Mailing Address: _____

Email Address: _____ Delivery Preference: Mail or Pick-up

Are you requesting (please select one):

Health and Dental Bursary_____ Basic Income Bursary_____ Grocery Bursary_____

Have you received a Health and Dental bursary in the last 6 months?

Y / N If yes when did you receive the bursary:

Have you received a Basic Income bursary in the last 12 months?

Y / N If yes when did you receive the bursary:

Have you received a Grocery bursary in the last 4 months?

Y / N If yes when did you receive the bursary:

If this is a Health and Dental emergency, are you a part of the Trent Health and Dental Plan?

Y / N

Please describe why you require an Emergency Bursary and the benefit of receiving a bursary:

Budget:

Table with 3 columns: Description of Cost, Amount CAD (\$), Other Funding Received? (If yes, indicate where). Includes a Total Expenses row.

FUNDING AMOUNT REQUESTED: _____

I certify that the amounts claimed are accurate, I have not received financial support for this

claim from another source, and that this claim represents an immediate and harmful financial cost.

I understand that if my request contains any items not eligible OR not supported by appropriate documentation, the item(s) will not be considered for a bursary and remain my personal responsibility. Incomplete or incorrectly submitted applications may not be considered for a bursary.

Claimant's signature: _____ Date: _____