



TRENT GRADUATE STUDENTS' ASSOCIATION
BYLAWS AND POLICIES



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BYLAWS

BYLAW 1: Definitions

1.01 The following definitions shall apply throughout the Bylaws and Policies of the Trent Graduate Students' Association (the "TGSA").

UNIVERSITY shall refer to Trent University in Peterborough, Ontario.

ACT refers to the *Corporations Act* of Ontario and all amendments thereto.

FULL MEMBER is a current graduate student of the University, including full-time and part-time students, and those pursuing joint degrees offered partly at other institutions who have paid dues to the TGSA. They will be members of the Voting Body.

ASSOCIATE MEMBER shall be an alumnus, any person recognized by the Board as an Associate Member, and a person who would be a Full Member but for not having paid dues to the TGSA. An Associate Member will not be part of the Voting Body unless enfranchised by a majority vote of the Board on an individual basis.

GENERAL MEMBERSHIP shall consist of all Full and Associate members of the TGSA.

VOTING BODY shall refer to all Full and enfranchised Associate members having the right to vote in any TGSA election, referendum, or any other TGSA matter requiring a vote.

GENERAL MEETING shall refer to any meeting open to the General Membership happening twice per year in the fall and spring.

SPECIAL GENERAL MEETING shall refer to any meeting open to the General Membership.

BYLAWS shall refer to the Bylaws of the TGSA. The Bylaws govern the actions of the TGSA and its members.

POLICIES shall refer to the Policies of the TGSA. The Policies, subject to the Bylaws, regulate the course of TGSA operations.

EXECUTIVE OFFICERS shall refer to the President, Vice President Internal Affairs, Vice President Communications, Vice President Finance, Vice President

Student Affairs, and the Senate Representative.

THE EXECUTIVE shall refer to the collective body of Executive Officers democratically elected by the Voting Body to act on behalf of the General Membership in conducting the business of the TGSA.

EXECUTIVE MEETINGS shall refer to any scheduled meeting of the Executive Officers of the TGSA.

SPECIAL EXECUTIVE MEETINGS shall refer to any meeting of the Executive Officers of the TGSA outside of regularly scheduled Executive Meetings.

BOARD OF DIRECTORS shall refer to the governing body of the Trent Graduate Students' Association comprised of elected directors known as commissioners, and department representatives, hereinafter referred to as the Board.

BOARD MEMBER refers to a Full Member elected to the Board of Directors to serve as a director of the TGSA. Department representatives will be elected by their departments and commissioners are elected by the Voting Body at a General Meeting.

CANADIAN UNION OF PUBLIC EMPLOYEES ("CUPE") REPRESENTATIVE is a graduate student designate from CUPE Local 3908 unit 2 who has a seat on the Board.

BOARD MEETINGS shall refer to any meeting of the Board of Directors. Board meetings shall consist of Board Members, Executive Officers, and invited non-voting guests.

SPECIAL BOARD MEETINGS shall refer to any meeting of the Board of Directors of the TGSA outside of regularly scheduled Board Meetings.

QUORUM is the minimum number of Executives, Directors or enfranchised members of the Voting Body required to be present to pass any resolution at an Executive Meeting, Special Executive Meeting, Board Meeting, Special Board Meeting, General Meeting, or Special General Meeting as defined in the Bylaws.

OFFICIAL SCRUTINEERS shall refer to impartial members of the Trent University community appointed by each candidate running for an elected position or by each campaign for a referendum question or other matter requiring a TGSA vote to witness the tallying of votes. Each candidate of campaign shall be permitted one (1) Official Scrutineer.

ACADEMIC YEAR shall refer to a one (1) year period beginning on May 1st and

ending on April 30th of the following calendar year. This term is defined as such so as to be coordinated with the regular tenure of elected Executive Officers and Board Members of the TGSA.

ARTS GRADUATE PROGRAMS shall refer to programs rewarding students with a Master of Arts or Doctorate of Philosophy in the arts. Interdisciplinary programs in which graduate students earning a Ph.D. can be considered part of either the Arts or Science Graduate Programs will choose their affiliation on an individual basis.

SCIENCE GRADUATE PROGRAMS shall refer to programs rewarding students with a Master of Science or Doctorate of Philosophy in the sciences.

EDUCATION GRADUATE PROGRAMS shall refer to programs rewarding students with a Master of Education.

POST-GRADUATE CERTIFICATE PROGRAMS shall refer to programs rewarding students with a post-graduate certificate.

AUDITOR is an individual or individuals that are not members of the TGSA and are hired by the Executive to audit the accounting records and the financial statements of the TGSA to make sure the TGSA is in compliance with the *Corporations Act*. The auditor must report to the members on the examination at a Board Meeting and the fall General Meeting for approval at both.

SCHOOL OF GRADUATE STUDIES (the “SGS”) is the administrative body of the University that is responsible for the administration of graduate degree programs offered at Trent University, the admission and registration of graduate students, as well as the management of scholarships and bursaries for graduate students.

THE GRADUATE STUDENTS’ ASSOCIATION FEE is the levy fee set by the Board and collected from the Membership by the SGS. It consists of the TGSA Levy Fee and TGSA Student Support Fee collected as a lump sum by SGS. The TGSA Levy Fee and TGSA Student Support Fee are later separated and applied to the TGSA Levy Fee Budget and TGSA Student Support Fee Budget respectively by the Executive. The TGSA Student Support Fee Budget has restrictions placed upon it by the University regarding how the TGSA Student Support Fee can be spent.

SIGNING OFFICERS refers to the President, Vice President Internal Affairs, and Vice President Finance of the TGSA in their capacity to authorize transactions involving the TGSA treasury and sign documents on behalf of the TGSA.

ONTARIO GRADUATE STUDENTS' ALLIANCE (the "OGSA") is a federation of Ontario universities that collectively advocate for graduate students within the province of Ontario and of which the TGSA is a dues-paying member.

GRAD LISTSERV is the email list of all graduate student emails given to The Executive by the University's Information Technology (IT) of the University to be used in good faith. The TGSA has no means of sharing or altering the list to maintain graduate student privacy. This email list is to be used for vital communications about General Meetings, Elections, and vital updates.

GRAD BLACKBOARD LISTSERV is the is the email list of all graduate student emails given to The Executive by the University's Information Technology (IT) of the University to be used in good faith. The TGSA has no means of sharing or altering the list to maintain graduate student privacy. This email list is to be used for all non-vital communications.

UNIVERSITY-TGSA SUPPORT AGREEMENT is the contract that designates the relationship, roles, and responsibilities between the University and the TGSA. It is to be negotiated annually in April and May and signed by a representative from the University and the TGSA.

HEALTH AND DENTAL BENEFITS PLAN refers to any health and dental benefits plans that graduate students at the University are a part of and is, at least in part, administered by the TGSA.

BYLAW 2: Purpose of these Bylaws

2.01 These Bylaws are intended to govern the activities of the TGSA and all organizations under its auspices.

BYLAW 3: Authority

3:01 These Bylaws and Policies supersede all other constitutional documents of bodies and organizations under the auspices of the TGSA.

BYLAW 4: Ratification of the Bylaws and Policies

4.01 These Bylaws and Policies have been ratified by the General Membership on April 27th, 2017.

BYLAW 5: Objectives of the TGSA

5.01 The objectives of the TGSA are as follows:

- a. To draw into formal association all graduate students at the University on a democratic and cooperative basis;
- b. To contribute to the intellectual growth and cultural development of members of the University community;

- c. To uphold and respect principles of academic freedom;
- d. To promote the welfare of, and advocate for, individual and collective graduate student needs and concerns;
- e. To promote and maintain communication between graduate students and other members of the University community including administration, faculty, staff, and undergraduate students or associations;
- f. To organize services or activities that supplement the learning experience and to develop a sense of community with our peers and other members of the community;
- g. To support and further the intellectual, cultural, social, and political activities of graduate students;
- h. To provide avenues for the exchange of ideas between graduate students of all disciplines and to promote the dissemination of graduate student research;
- i. To pursue equity and social justice by promoting respect, integrity, accessibility, and fairness in matters relating to the work of The University as they pertain to graduate students;
- j. To act as the official voice of all graduate students on matters pertinent to graduate students both inside and outside the University; and
- k. To provide graduate students with a suitable Health and Dental Benefits Plan that balances their unique needs with acceptable premiums and oversee the operation of the Health and Dental Benefits Plan.

BYLAW 6: TGSA Mission Statement

6.01 The TGSA will foster, support, and contribute to the intellectual growth and cultural development of graduate students by advocating for their unique needs and concerns. The TGSA will also work to build a sense of community amongst graduate students and work to foster a positive relationship with the University and the community at large.

BYLAW 7: Head Office

7.01 The head office of the TGSA shall be in the City of Peterborough, Ontario as determined by resolution of the Board from time to time.

BYLAW 8: Seals

8.01 The seals of the TGSA (included in Appendix 1) as determined by resolution of the Board from time to time, shall be entrusted to the Executive for their use, updating, and safekeeping.

BYLAW 9: Membership in the TGSA

9.01 The Membership of the TGSA shall be the General Members.

9.02 The Board may, by a resolution passed by a majority vote, terminate any TGSA membership for just cause. Should such a member be a Board Member or

Executive Officer, their TGSA membership shall not be terminated until the member has first been removed as an Executive Officer or Board Member of the TGSA. Such termination of membership shall not prejudice the member's right to apply for readmission to membership in the TGSA.

- 9.03 The General Membership of the TGSA shall be accorded the following rights and privileges within the TGSA:
- a. Attend all General Meetings and all Special General Meetings;
 - b. Be able to vote at all General Meetings, Special General Meetings, and vote on Referenda as long as they are enfranchised;
 - c. Attend any Board Meetings by request and raise any questions of privilege, points of order, questions of appeal, and discuss any matter presented, upon recognition by the chair. The General Membership shall not raise motions or vote at Board Meetings;
 - d. Nominate candidates for an Executive Officer position or Commissioner position;
 - e. Stand for election to hold office on the Executive or the Board of the TGSA as long as they are enfranchised; and
 - f. Enjoy all rights and privileges within the TGSA.
- 9.04 An Associate Member that is not enfranchised shall have all rights of a member, except they shall be unable to:
- a. Hold any elected office in the TGSA; and
 - b. Be able to vote at General Meetings, Special General Meetings, or on Referenda.

BYLAW 10: Rules of Order

- 10.01 All meetings of the TGSA and organizations under its auspices follow Robert's Rules of Order unless otherwise specified in this document.
- 10.01.01 Bylaw and Policies must for all intents and purposes adhere to Robert's Rules of Order but may allow for variations that are beneficial to the operation of the TGSA.

BYLAW 11: General Meetings and Special General Meetings

- 11.01 The Executive shall organize and hold at least two (2) General Meetings of its General Membership in each Academic Year: one in the fall and one in the spring. General Meetings can be held at any location within the city of Peterborough:
- 11.01.01 A call for agenda materials will be sent out by the Executive ten (10) business days prior to the date of the meeting.
- 11.01.02 Notice of stating the date, hour, location, and general nature of business to occur at the General Meeting must be advertised five (5) business days in advance in the form of an agenda with supporting meeting materials on the TGSA website and sent out through email on the Grad Listserv by the Executive.

- 11.01.03 Notice of any General Meeting shall include a statement of the right of such individual member to appoint a proxy.
- 11.02 A Special General Meeting may be called at any time by a petition of 10% of the Voting Body or by The Board. Special General Meetings can be held at any location within the city of Peterborough.
 - 11.02.01 The call for agenda materials will be sent out by The Executive seven (7) business days prior to the date of the meeting.
 - 11.02.02 Notice of stating the date, hour, location, and general nature of business to occur at the Special General Meeting must be advertised three (3) business days in advance in the form of an agenda with supporting meeting materials on the TGSA website and sent out through email on the Grad Listserv by The Executive.
 - 11.02.03 Notice of any Special General Meeting shall include a statement of the right of such individual member to appoint a proxy.
- 11.03 Quorum for General Meetings and Special General Meetings shall be no less than five percent (5%) of Voting Body or 25 members of the Voting Body, whichever number is greater.
- 11.04 Voting shall be done online and/or by secret ballot as determined by a majority vote of the Board prior to the date of the General Meeting.
- 11.05 At any General Meeting or Special General Meeting a proxy may be appointed by a member of the Voting Body to exercise their voting rights at the meeting. The proxy must vote as the individual member appointing them desires. No person may act as a proxy for more than one (1) member of the voting body. Notification of the appointed proxy must be sent to The Executive in writing one (1) business day before the General Meeting or Special General Meeting.
- 11.06 For elections or referendum Scrutineers are entitled to be present if requested by the election candidates or referendum campaign.
- 11.07 The Auditor must be present at each General Meeting at which the results of the audit are presented unless the auditor can provide a reason as to their inability to attend.
- 11.08 Any other persons who are not part of the General Membership whose presence has been requested by the Executive Officers or Board Members may also attend.
- 11.09 The President shall normally chair all General Meetings and Special General Meetings but may appoint an Executive Officer in their place.

BYLAW 12: Board Meetings and Special Board Meetings

- 12.01 The Board shall meet regularly and a minimum nine (9) times within the Academic Year. Should there not be a meeting scheduled in any given month, the Executive must provide justification to the Board as well as report on the activities of the Executive for that month.
 - 12.01.01 The call for agenda materials will be sent out by the Executive seven (7) business days prior to the date of the meeting.
 - 12.01.02 Notice of stating the date, hour, location, and general nature of business to occur at the Board Meeting must be advertised three

- (3) business days in advance in the form of an agenda with supporting meeting materials on the TGSA website and sent out through email to the Board by The Executive.
- 12.02 Special Board Meetings may be called by the Executive or any two Board Members,
- 12.02.01 The call for agenda materials will be sent out by the Executive five (5) business days prior to the date of the meeting.
- 12.02.02 Notice of stating the date, hour, location, and general nature of business to occur at the Board Meeting must be advertised three (3) business days in advance in the form of an agenda with supporting meeting materials on the TGSA website and sent out through email to the Board by The Executive.
- 12.03 Quorum for Board Meetings and Special Board Meetings shall include the Chair plus 50% of the Board Members. If quorum is not met within 15 minutes of the scheduled start-time the meeting may be rescheduled.
- 12.04 Board Meetings and Special Board Meetings shall be open to the General Membership as long as they notify the Executive one (1) business day of their attendance before the meeting.
- 12.05 Only Executive Officers and Board Members shall have the right to vote in all Board Meetings and Special Board Meetings.
- 12.05.01 In instances where voting cannot be done at a Board Meeting or Special Board Meeting, a motion may be made to move to an online vote of the Board. In this case an email with all necessary information will be sent to all Board Members by the Executive.
- 12.05.02 Occasionally, the Board may be asked to vote on a motion that has not been presented at a Board Meeting or Special Board Meeting. This should only be done when a decision must be reached without delay.
- 12.05.03 Motions that can be voted on online may only be operational nature.
- 12.05.04 Motions that cause to alter any motion previously approved by the Board or any motion that will have an effect upon the General Membership may not be done by online vote.
- 12.05.05 Online voting must be held according to rule of the TGSA.
- 12.05.06 Online voting will be open for seven (7) business days.
- 12.06 Executive Officers and Board Members shall be expected to attend all Board Meetings and Special Board Meetings. If any member of the Board is unable to attend a meeting, they shall forward their regrets to the Executive prior to the meeting time. Attendance by proxy is not permitted.
- 12.06.01 If three (3) business days' notice of the meeting is not given, a Board Member may miss the meeting without forwarding official regrets to the Executive.
- 12.07 The President shall normally chair all Board Meetings and Special Board Meetings, but may in their discretion appoint an Executive Officer to chair a meeting.

- 12.07.01 An external chair for a Board Meeting or Special Board Meeting may be appointed by majority vote of the Board for an individual meeting.
- 12.08 In the absence of the President for a Board Meeting or Special Board Meeting due to extraordinary circumstance, the Board Members present at the meeting shall choose an Executive Officer or Board Member present at the Meeting to act as chair by majority vote.
- 12.09 The General Membership shall have access to the meeting minutes of Board Meetings upon their publication on the TGSA website by The Executive.

BYLAW 13: Executive Meetings and Special Executive Meetings

- 13.01 Executive Meetings and Special Executive Meetings shall be closed to the General Membership unless permitted by the Executive on the request of a person or persons who is felt may make an important contribution to the deliberations of the Executive.
- 13.02 The President shall normally chair all Executive Meetings and Special Executive Meetings but may appoint another Executive Officer in their place.
 - 13.02.01 In cases where the President shall present or move a motion, another Executive Officer shall assume the role of chair for the duration of the presentation or until voting on the motion has ended. This shall be first be done in accordance with Policy 2.02.
- 13.03 An external chair for an Executive Meeting or Special Executive Meeting may be appointed by majority vote of The Executive for an individual meeting.
- 13.04 The Executive shall meet twice a month in the Academic Year for Executive Meetings.
 - 13.04.01 The call for agenda materials will be sent out by The Executive three (3) business days prior to the date of the meeting.
 - 13.04.02 Notice of stating the date, hour, location, and general nature of business to occur at the Board Meeting must be advertised one (1) business days in advance in the form of an agenda with supporting meeting materials sent out through email by the Executive.
- 13.05 Special Executive Meetings shall occur upon the request of two (2) Executive Officers.
 - 13.05.01 The call for agenda materials will be sent out by the Executive three (3) business days prior to the date of the meeting.
 - 13.05.02 Notice of stating the date, hour, location, and general nature of business to occur at the Board Meeting must be advertised one (1) business days in advance in the form of an agenda with supporting meeting materials sent out through email by the Executive.
- 13.06 Only Executive Officers shall have the right vote in all Executive Meetings and Special Executive Meetings.
 - 13.06.01 In instances where voting cannot be done at an Executive Meeting or Special Executive Meeting, a motion may be made to move to an online vote of the Executive. In this case an email with all

- necessary information will be sent to all Executive Members.
 - 13.06.02 Occasionally, the Executive may be asked to vote on a motion that has not been presented at an Executive Meeting or Special Executive Meeting. This should only be done when a decision must be reached without delay.
 - 13.06.03 Motions that can be voted on online may only be operational nature.
 - 13.06.04 Motions that cause to alter any motion previously approved by the Executive or any motion that will have an effect upon the General Membership may not be done by online vote.
 - 13.06.05 Online voting must be held according to rule of the TGSA.
 - 13.06.06 Online voting will be open for seven (7) business days.
- 13.07 Executive Officers shall be expected to attend all Executive Meetings and Special Executive Meetings. If an Executive Officer is unable to attend a meeting, they shall forward their regrets to the Executive prior to the meeting. Attendance by proxy is not permitted.
 - 13.07.01 If one (1) business days' notice is not given, Executive Officers may miss the meeting without forwarding official regrets to the Executive.

BYLAW 14: Executive Officers

- 14.01 The Executive Officers of the TGSA shall include the following position titles set out in Bylaw 1.01, who shall work as a collective body.
- 14.02 Only Full Members of the TGSA may hold an Executive Position.

BYLAW 15: Duties of the Executive

- 15.01 The Executive shall act on behalf of the TGSA in accordance with these Bylaws and Policies.
- 15.02 The tenure of the Executive and the filling of vacancies shall be as follows:
 - a. The tenure of office for all Executive Officers shall begin upon termination of the previous Executive and last for one academic year;
 - b. Any Executive Officer may resign from their position by written communication to the VP Communications and President. Fourteen (14) business days notice is required for the official resignation from any position on the Executive;
 - c. If the death of an Executive Officer occurs, the position becomes vacant;
 - d. Should an Executive Officer's position, excluding the President, become vacant mid-tenure, the position shall be filled by a Full Member elected by the Board at a Board Meeting or Special Board Meeting;
 - e. Should the position of President become vacant mid-tenure, the position shall be filled by the Vice President Internal Affairs. The General membership shall elect a new Vice President Internal Affairs through at a Board Meeting or Special Board Meeting. The newly elected Vice President Internal Affairs shall not succeed to the Presidency should the

Presidency again become vacant during the same Academic Year. Should the position of President become vacant more than once during the same Academic Year, a new President shall be elected at a General Meeting or Special General Meeting.

- 15.02.1 If required, the President shall assume and delegate the duties of unfilled Executive position(s) for as long as they are unfilled.
- 15.03 In addition to the rights and privileges accorded to Full Members, all Executive Officers shall:
- a. Act on behalf of the TGSA and be responsible to the General Membership throughout their elected term;
 - b. Act only with the approval of the Board regarding decisions that would affect the General Membership;
 - c. Run the day-to-day operations of the TGSA in a manner agreed upon by the Executive;
 - d. Attend Executive Meetings and Special Executive Meetings;
 - e. Be able to vote at Executive Meetings and Special Executive Meetings;
 - f. Attend Board meetings and Special Board Meetings;
 - g. Be able to vote at Board meetings and Special Board Meetings;
 - i. Have a working knowledge of Robert's Rules of Order;
 - h. Promote public awareness of the TGSA and its position on graduate student issues;
 - j. Work towards achieving the objectives of the TGSA;
 - k. Serve on and chair TGSA committees, University committees and subcommittees, and undergraduate committees;
 - l. Adhere to all Bylaws and Policies laid out herein;
 - m. To ensure all Bylaws and Policies are adhered to in the operations of the TGSA;
 - n. Attend TGSA events whenever possible;
 - o. Submit reports to Executive Meetings, Board Meetings, and General Meetings on their activities as representatives of the TGSA.

BYLAW 16: Board Members

- 16.01 Only Full Members of the TGSA may hold a Board Position. The Board of the TGSA shall include the following position titles who shall work as a collective body:
- a. One (1) director from each of the Graduate Programs, who shall be known as Program Representatives and serve as the representative of that group. If a representative is not elected by their constituents in a timely manner, then one may be appointed by majority vote of the Board. The right to elect a representative shall not be arbitrarily withheld from any constituent group. A full list of all active Graduate Programs shall be regularly obtained from the Office of Graduate Studies and referenced by The Executive in naming Program Representatives;
 - b. One (1) director named the CUPE 3908 Representative by the Executive in

- consultation with CUPE 3908;
- c. Four (4) Board Members to be elected from the General Membership and who shall be known as Commissioners, with the following titles:
 - i. Equity Commissioner;
 - ii. Environmental Commissioner;
 - iii. Health Benefits Commissioner; and
 - iv. Ontario Graduate Students' Alliance (OGSA) Commissioner;
- d. One (1) Board Members to be elected from the General Membership by their constituent group and who shall be known as Interest Group Representative Commissioner and shall have the following title:
 - i. International Student Representative Commissioner
- e. Two (2) Board Members to be elected from the General Membership by their constituent groups and who shall be know and First Year Representative and shall have the following titles:
 - i. First Year Arts Student Representative; and
 - ii. First Year Science Student Representative
- f. Six (6) Executive Officers.

BYLAW 17: Duties of Board Members

- 17.01 Board Members shall act on behalf of the TGSA in accordance with these Bylaws and Policies.
- 17.02 The tenure of Board Members and the filling of vacancies shall be as follows:
 - a. The tenure of office for all Board Members shall begin upon termination of the previous Board and last for one Academic Year;
 - b. Any Board Member may resign from their position by written communication to the VP Communications and President of the TGSA. Fourteen (14) business days notice is required for the official resignation from any position on the Board;
 - c. If the death of a Board Member occurs, the position becomes vacant;
 - d. Should a Board Members' position become vacant mid-tenure, including Commissioner positions, the position shall be filled by election at a Board Meeting or a Special Board Meeting; and
 - e. If required, the President shall delegate the duties of unfilled Board position(s) for as long as they are unfilled.
- 17.03 In addition to the rights and privileges accorded to Full Members, all Board Members shall:
 - a. Act on behalf of the TGSA and be responsible to the General Membership throughout their elected term;
 - b. Attend Board Meetings and Special Board Meetings;
 - c. Be able to vote at Board meetings and Special Board Meetings;
 - d. Have a working knowledge of Robert's Rules of Order;
 - e. Promote public awareness of the TGSA and its position on graduate student issues;

- f. Work towards achieving the objectives of the TGSA;
 - g. Serve on and chair TGSA committees, University committees and subcommittees, and undergraduate committees;
 - h. Adhere to all Bylaws and Policies laid out herein;
 - i. To ensure all Bylaws and Policies are adhered to in the operations of the TGSA;
 - j. Have the right to vote in TGSA Board Meetings and on agenda items related to the Board Meetings;
 - k. Sit on at least one University or TGSA committees and subcommittees, including sub-committees of CASSC and Senate as necessary for a period of one year;
 - l. Be expected to attend TGSA events whenever possible; and
 - m. Submit reports to Board Meetings and General Meetings on their activities as representatives of the TGSA.
- 17.04 The Commissioners must submit reports on their activities as representatives of the TGSA to every Board Meeting, General Meetings, or as requested by the Executive for special circumstances. The Department Representatives shall submit one (1) report during the Academic Year to either a Board Meeting or General Meeting.
- 17.05 The Board Members shall serve without remuneration and no Board Members shall directly or indirectly receive any profit from their position as such; provided that a Board Member may be paid reasonable expenses incurred by them in the performance of the Board Member's duties.
- 17.06 Subject to the provisions of any applicable legislation, no Board Member shall be disqualified by their office from contracting with the TGSA nor shall any contract or arrangement entered into by or on behalf of the TGSA with any Board Member or in which any Board Member is in any way interested be liable to account to the TGSA or any of its members or creditors for any profit realized from any such contract or arrangement by reason of such Board Member holding that office or the fiduciary relationship thereby established.
- 17.07 It shall be the duty of every Board Member of the TGSA who is in any way, whether directly or indirectly, interested in a contract or arrangement or proposed contract or proposed arrangement with the TGSA to declare such interest to the extent, in the manner and at the time required by the *Act*.
- 17.08 The Board shall have power from time to time to appoint agents or attorneys for the TGSA in or out of Ontario with such powers of management or otherwise (including the power to sub-delegate) as may be thought fit.
- 17.09 The Board may require such officers, employees, and agents of the TGSA as the Board deems advisable to furnish bonds for the faithful discharge of their duties, in such form and with such surety as the board may from time to time prescribe.
- 17.10 No act or proceeding of any Board Member of The Board shall be deemed invalid or ineffective by reason of the subsequent ascertainment of any irregularity in regard to such act or proceeding or the qualification of such Board Members or Board of Directors.
- 17.11 Board Members may rely upon the accuracy of any statement or report prepared

- by the and shall not be responsible or held liable for any loss or damage resulting from acting upon such statement or report.
- 17.12 In the case of absence or inability to act as the President, a Vice-President, or any other officer of the TGSA, or for any other reason that the Board Members may deem sufficient, the Board Members may delegate all or any of the powers of such officer to any other officer or to any Board Members for the time being.
- 17.13 The Board Member's' term of office (subject to the provisions, if any, of the letters patent or any supplementary letters patent issued to the TGSA) shall be from the date of the meeting at which they are elected or appointed until the next General Meeting or until their successors shall have been duly elected or appointed whichever comes first.
- 17.14 A person ceases to be a Director of the TGSA:
- a. If they become bankrupt or suspends payment or compounds with their creditors or makes an authorized assignment or is declared insolvent;
 - b. If they are found to be mentally incompetent or of unsound mind; and
 - c. If by notice in writing, at least fourteen (14) business days prior to the expected vacation or fieldwork date, to the Vice President Communications of the TGSA they resign from office.
- 17.15 From time to time in the event of any vacancy however caused occurring in the Board (except through an increase in the number of Board Members), such vacancy may, as long as there is a quorum of Board Members then in office, be filled by the Board Members from among the members of the TGSA if they shall see fit to do so; otherwise such vacancy may be filled at the next meeting of members; and any director appointed or elected to fill any such vacancy shall hold office for the unexpired term of the director who ceased to be a director and who caused such vacancy.

BYLAW 18: Elections

- 18.01 Elections of Executive Officers and Commissioner Board Members shall be held annually at the Spring General Meeting.
- 18.01.01 Only the First Year Arts Student Representative and the First Year Science Student Representative shall be elected at the Fall General Meeting.
- 18.02 Only members of the Voting Body shall be able to vote in elections.
- 18.03 The any person of the General Membership can nominate a Full Member for an Executive Officer or Commissioner position.
- 18.04 At the time of the Spring General Meeting elections the Executive positions of the President, Vice President Communications, and Vice President Finance must be filled. Any positions left vacant or positions that become vacant can be filled in accordance with Bylaw 15.02 and Bylaw 17.02.
- 18.05 The results of the elections will be released fourteen (14) business days after the conclusion of the General Meeting at which the elections occurred. The results will also be recorded in the meeting minutes.

BYLAW 19: Transfer of Executive and Commissioner Positions

- 19.01 The transition of authority or Executives and Commissioners shall occur no more than thirty (30) business days after the conclusion of the Spring General Meeting.
- 19.02 Incoming and outgoing Executive Officers and Commissioners shall attend a transition meeting where the incoming and outgoing Executive Officers and Commissioners shall be briefed on their responsibilities and any other pertinent issues by the corresponding member of the outgoing Executive Officers and Commissioners. Each outgoing Executive Officer and Commissioners shall prepare a document (template included in Appendix 2) outlining the responsibilities of their role.
- 19.03 All relevant contact information for each position shall be forwarded to the Vice President Internal Affairs to be included in the Executive Contact Database.
- 19.04 All incoming Executive Officers and Commissioners shall be given a bound copy of the Bylaws and Policies and Executive Officers will be given access to the Executive Contact Database.
- 19.05 The outgoing Executive shall sign over possession of the TGSA office keys and mail keys to the incoming Executive.

BYLAW 20: Honoraria

- 20.01 Outgoing Executive and Commissioners shall be paid their honoraria only after the outgoing Vice Finance has confirmed with the incoming Executive and Commissioners that they have received satisfactory transition documents.
 - 20.01.01 If this documentation is not received or deemed to be unsatisfactory by an incoming Executive or Commissioner, the incoming executive shall contact the outgoing Vice President Finance regarding the dissatisfactory transition document. The outgoing Executive Officer or Commissioner will be denied their honorarium until the incoming Executive or Commissioner has emailed the Vice President Finance to state the receiving of satisfactory transition documents.
 - 20.01.02 Honoraria shall not be paid to outgoing Executive and Commissioners if they fail to provide satisfactory transition documents or fail to meet with the incoming Executive and Commissioners within the thirty (30) business days' transition period.
- 20.02 The amounts of the honoraria are subject to ratification as a part the TGSA budget.

BYLAW 21: Discipline and Impeachment

- 21.01 Executive Officers, Board Members, and all other TGSA committee representatives shall complete their duties in a respectful manner. In the event that a member of the Executive Board Members, or TGSA committee representative neglects or abuses their duties, they shall be subject to discipline or impeachment.
 - 21.01.1 Any Executive Officer, Director, or TGSA Committee representative

who fails to attend three (3) consecutive meetings, be it Board, Executive, or General, or TGSA functions at which their attendance is required according to the description of their position within the Bylaws and Policies without sending regrets to the Executive may be impeached.

- 21.01.02 Harassment in any form will not be tolerated. If there is evidence of continued harassment done by an Executive Officer, Director, or TGSA Committee representative, the perpetrator of said harassment will be subject to impeachment.
- 21.02 An act of discipline or impeachment must meet the following criteria:
- a. An Executive Officer, Director, or TGSA Committee representative shall submit a motion to have said member disciplined or impeached in writing via an email to the President or the VP Internal Affairs with proof of their claims requesting either discipline or impeachment;
 - b. If the request is found to have sufficient cause by a majority vote of the Board the process of discipline and impeachment will progress;
 - c. The Executive Officer, Director, or TGSA Committee representative in question, shall be given an opportunity to defend their actions prior to a vote on said motion at a Special Board Meeting;
 - d. A vote by secret ballot, physical or online, on whether to impeach or discipline the member in question shall then occur, and this person shall not be present during voting. The online voting period shall be a maximum of five (5) business days;
 - e. Two-thirds of Board members voting must support the motion in order for it to pass; and
 - f. If the motion is passed, the member shall be removed or disciplined effective immediately. If a Signing Officer is subject to Impeachment, they must first transfer their signing authority to the VP Communications until such time as their position can be filled.
- 21.03 The General Membership may discipline or impeach any Executive Officer, Board Members, or TGSA Committee representative. An act of discipline or impeachment must meet the following criteria:
- a. A motion to discipline or impeach an Executive Officer, Board Members, or TGSA Committee representative may be made following petition from ten percent (10 %) of the General Membership (petition form in Appendix 3) submitted to the President or the VP Internal Affairs with proof of their claims requesting either discipline or impeachment;
 - b. If the request is found to have sufficient cause by a majority vote of the Board the process of discipline and impeachment will progress;
 - c. The Executive Officer, Director, or TGSA Committee representative in question, shall be given an opportunity to defend their actions prior to a vote on said motion at a Special General Meeting;
 - d. A vote by secret ballot, physical or online, on whether to impeach or discipline the member in question shall then occur, and this person shall not be present during voting. The online voting period shall be a

- e. maximum of five (5) business days;
 - e. Five percent (5%) or 25 members of the Voting Body, whichever number is greater, must vote in order to obtain quorum; and
 - f. Two-thirds of the Voting Body must call for removal to carry an act of discipline or impeachment.
- 21.04 Impeachment is only to occur when ample cause is evident. It is preferable to discipline over impeach.

BYLAW 22: Committee Representation

- 22.01 The Executive shall ensure adequate representation on TGSA committees, relevant University committees, and relevant undergraduate committees as well as representation for each graduate program.
- 22.02 The Vice President Senate Representative shall oversee appointing committee representation.
- 22.02.01 Specific position portfolios of the Executive and Board are designated to sit on important committees.
- 22.03 The Vice President Senate Representative, in consultation with the Executive, shall be responsible for maintaining records of committee representatives, contact information, and ensuring all committee documentation is filed electronically or in hard copy as may be appropriate.
- 22.04 Committee Representatives shall have the following obligations:
- a. They shall submit a copy of the committee meeting minutes to the VP Senate Representative after each meeting attended wherein issues pertinent to graduate students are addressed. All minutes and related documents shall be filed for future use and be made available to subsequent representatives;
 - b. They shall present written reports on the activity of their committee annually or whenever requested by TGSA Executive;
 - c. They shall attend Executive Meetings or Board Meetings upon request;
 - d. They shall use discretion and represent the TGSA as they see fit on all matters of normal business;
 - e. They are obliged to present the motions of the committee to The Executive for advice on how to vote;
 - f. They are obliged to present the motions of the Board to the committee; and
 - g. They must endorse the official positions of the TGSA in their capacity as a TGSA representative.
- 22.05 Any appointed committee representative may resign from their position by written communication to the VP Senate Representative before the next scheduled committee meeting.
- 22.05.01 An Executive Officer of Board Member whose portfolio designates them to sit on an important committee who finds they cannot attend the meetings may find a suitable replacement from the

Executive of the Board.

- 22.06 Vacant committee positions will be advertised to Board Members and General Membership. The VP Senate Representative shall act as TGSA committee representation on vacant committees until such time as a replacement is found.
 - 22.06.01 If the death of a committee representative occurs, the position becomes vacant.
- 22.07 The committee representative shall serve without remuneration and no Executive or Board Member shall directly or indirectly receive any profit from their position as such; provided that a director may be paid reasonable expenses incurred by them in the performance of the committee representative's duties.
- 22.08 The TGSA Executive may terminate an appointed representative's appointment if they miss three (3) consecutive committee meetings without sending regrets to the Executive who may act as a proxy or if there is sufficient cause.
 - 22.08.01 If an Executive Officer or Board Member whose portfolio designates them to sit on an important committee is found to be missing meetings without sending regrets they may be subject to Bylaw 21 Discipline and Impeachment.

BYLAW 23: Finances

- 23.01 The fiscal year of the TGSA shall be an Academic Year from May 1st to April 30th of the following year.
- 23.02 The Executive shall control all TGSA monies following ratification of the budget by the Voting Body at the Fall General Meeting.
- 23.03 The Executive shall present a summary budget of the completed year and a proposed budget for the following year at the Spring General Meeting. Neither will be ratified.
- 23.04 Management of the financial affairs of the TGSA will be carried out in good faith by the VP Finance.
- 23.05 The Board Members shall, in accordance with the requirements and provisions of The Act, at a fall semester Board Meeting vote to approve the auditor's report of the accounts of the TGSA for the Fall General Meeting.
 - 23.05.01 The cost of remuneration of the auditor shall be presented to The Board based on the cost of the previous year's audit for approval before the amount is due. The Vice President Finance shall be able to pay the auditor an amount that is similar to the approved amount. The final cost of the audit will be presented to the Board.
 - 23.05.02 If Board considers the remuneration of the Auditor to be too great of an amount, the Board may request the Vice President Finance prepare a secondary presentation of the costs of using other Auditors for presentation at the next Board meeting or a Special Board Meeting.
- 23.06 All cheques, drafts, or orders for the payment of money and all notes and acceptances and bills of exchange shall be signed by two (2) of the three (3) Signing Officers.

- 23.06.01 If necessary, the Board may from time to time designate by majority vote a proxy Signing Officer.
- 23.07 The TGSA shall not be permitted to run a deficit budget or accumulate a deficit in its finances.

BYLAW 24: Referenda

- 24.01 Decisions that would affect the TGSA General Membership significantly must be made by a referendum vote.
- 24.02 Significant changes to the functioning, role, or objectives of the TGSA must be made by referendum vote.
- 24.03 Increases to TGSA dues, individual student fees, or the creation of a new student fee controlled by the TGSA or a group run under the auspices and authority of the TGSA must be made by referendum vote.
- 24.04 Significant changes to TGSA Bylaws and Policies or the Bylaws and Policies of a group run under the auspices and authority of the TGSA must be ratified by a referendum vote.
- 24.05 Any decision made by referendum shall be binding for at least one Academic Year.

BYLAW 25: Policies

- 25.01 New Policies of the TGSA may only be adopted by a two-thirds vote of the Board or a majority vote of the Voting Body at a General Meeting or Special General Meeting.
 - 25.01.01 In extenuating circumstances the Executive shall be granted emergency powers to adopt Policies.
 - 25.01.02 Should the Executive use this power, their decision must be ratified by a two-thirds vote at the next Board meeting. Should this vote fail, the Board shall be empowered to discipline or impeach the Executive in accordance with Bylaw 21.
- 25.02 Existing Policies of the TGSA may be amended by a simple majority vote of the Board or a vote of the Voting Body at a General Meeting or Special General Meeting.
 - 25.02.01 In extenuating circumstances the Executive shall be granted emergency powers to amend Policies.
 - 25.02.02 Should the Executive use this power, their decision must be ratified by a simple majority vote at the next Board meeting. Should this vote fail, the Board shall be empowered to discipline or impeach the Executive in accordance with Bylaw 21.

BYLAW 26: Bylaw and Policy Amendments

- 26.01 Amendments to these Bylaws and Policies shall be ratified by the Voting Body at a General Meeting upon quorum of five percent (5%) of the total Membership or 25 votes, whichever number is greater, or by Referendum.
- 26.02 All Full Members may vote on Constitutional Amendments.

- 26.03 Any Full Member may propose an amendment to the Bylaws or Policies. Proposed amendments must be delivered to the Vice President Internal Affairs in writing at least thirty (30) business days prior to the date of the next General Meeting where voting shall occur.

BYLAW 27: Organizations under the Auspices of the TGSA

- 27.01 The following organizations are run under the auspices and authority of the TGSA and are responsible to its membership:
- a. (none at this time)
- 27.02 All organizations under the auspices of the TGSA who are responsible for the allocation and dispersal of TGSA funds must present two (2) budgets at the Fall General Meeting:
- a. One budget describing all spending from the previous Academic Year; and
 - b. One budget describing all proposed spending for the current Academic Year.
- 27.02.01 These budgets must be presented to the Vice President Finance fourteen (14) business days prior to the Fall General Meeting. They shall be empowered to require changes or additional details before presentation to the General Membership.
- 27.03 An organization with any accounts that carry a year-to-year balance that is not returned to the general funds of the TGSA shall report all excess monies to the Vice President Finance in April and provide documentation of that money being transferred into the appropriate account.
- 27.03.01 Organizations may keep a capital float of no greater than \$600 that must be accounted for in the financial documentation given to the Vice President Finance.
- 27.04 All organizations under the auspices of the TGSA must follow these Bylaws and Policies as well as all pertinent policies of the University. Noncompliance with Bylaws and Policies will mandate a review of the organization to be conducted by the Vice President Internal Affairs who may recommend disciplinary action or impeachment to the Executive. Disciplinary action or impeachment will occur in accordance with Bylaw 21.
- 27.05 Any organization under the auspices of the TGSA may be required to provide a report of its activities to the Board at a Board Meeting or to General Meetings as requested by the Executive.
- 27.06 Committee meetings or gatherings will be held in accessible locations that include mobility-impaired accessibility, gender neutral accessibility, and access via Peterborough Transit.
- 27.07 The Board shall be empowered to demand any organization under the auspices and authority of the TGSA to prepare or amend its own Bylaws and Policies; and The Board has full power to impose, accept, or amend the Bylaws and Policies of any organization under the auspices and authority of the TGSA as required. Any decision by The Board to impose such documents or amendments must be done by majority vote of the Board and ratified by majority of the Voting Body at the next General Meeting in accordance with Bylaw 24. Failure to abide by The

Board's decision may result in discipline or impeachment as per Bylaw 21.

BYLAW 28: Standing Committees of the TGSA

- 28.01 The Standing Committees of the TGSA are as follows:
- a. Long-Term Planning Committee (see Policy 8);
 - b. Constitutional Changes Committee (See Policy 9);
 - c. Finance Committee (See Policy 10);
 - d. Social Justice Committee (See Policy 11);
 - e. Sustainability Committee (See Policy 12);
 - f. Health Benefits Committee (See Policy 13).
- 28.02 Standing committees shall be considered subsidiaries of the Board and exercise jurisdiction only inasmuch as has been delegated by the rule of the TGSA in legislation or by resolution.
- 28.03 The Board may from time to time see fit to form an ad-hoc committee around a particular topic. Their title, and objectives will be defined by a majority vote of the Board. The composition of the ad-hoc committee will be Board Members and persons of the General Membership. The chair of the committee shall be decided by a majority vote of the Board. Ad-hoc committees may be created at any time of the year by a majority vote of the Board.
- 28.03.01 Ad-hoc committees must be dissolved and re-struck during the Spring General Meeting.
- 28.03.02 Prospective new permanent committees shall operate as an ad-hoc committee for at least one (1) academic year, beginning after the next Spring General Meeting, regardless of when the committee was struck in the year prior. After a year, the prospective permanent committees may be re-struck at the Spring General Meeting as a standing committee.
- 28.04 All Board Members must sit on at least one standing committee.
- 28.05 Any committee responsible for the allocation and dispersal of TGSA funds must present two (2) budgets at a Board Meeting in the fall semester the date to be determined by the Executive:
- a. One budget describing all spending from the previous Academic Year; and
 - b. One budget describing all proposed spending for the current Academic Year.
- 28.05.01 These budgets must be presented to the Vice President Finance seven (7) business days prior to the scheduled Board Meeting. They shall be empowered to require changes or additional details before presentation to the General Membership.
- 28.06 Standing committees shall not be permitted to carry a year-to-year balance. Any unspent funds at the end of the Academic Year shall be returned to the accounts of the TGSA via the Vice President Finance.
- 28.07 Committee meetings or gatherings will be held in accessible locations that include mobility-impaired accessibility, gender neutral accessibility, and access via Peterborough Transit.

- 28.08 Any committee representative of the TGSA may resign from their position by written communication to the chair of the standing committee before the next scheduled committee meeting.
- 28.09 Vacant committee positions will be advertised to Board Members and General Membership. As long as the committee maintains quorum, it is not necessary to fill the position during the Academic Year.
- 28.09.01 If the death of a committee representative occurs, the position becomes vacant.
- 28.10 The committee representative shall serve without remuneration and no person shall directly or indirectly receive any profit from their position as such; provided that a director may be paid reasonable expenses incurred by them in the performance of the committee representative's duties.

BYLAW 29: For the Protection of Board Members, Officers, and Others

- 29.01 Limitation of Liability:
No Executive Officer or Board Member for the time being of the TGSA shall be liable for the acts, receipts, neglects, or defaults of any other Executive Officer, Board Member, or employee or for joining in any receipt or for any loss, damage, or expense happening to the TGSA through the insufficiency or deficiency of title to any property acquired by order of the Board or for or on behalf of the TGSA or for the insufficiency or deficiency of any security in or upon which any of the moneys of or belonging to the TGSA 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 company 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 such Executive Officer's or Board Member's respective office or trust or in relation thereto unless the same shall happen by or through such Executive Officer's or Board Member's own wrongful and wilful act or through their own wrongful and wilful neglect or default.
- 29.02 The Board Members for the time being of the TGSA shall not be under any duty or responsibility in respect of any contract, act, or transaction whether or not made, done, or entered into in the name or on behalf of the TGSA except such as shall have been submitted to and authorized or approved by the Board. If any Executive Officer or Board Member of the TGSA shall be employed by or shall perform services for the TGSA otherwise than as an Executive Officer or Board Member or shall be a member of a firm or a shareholder, director or officer of a company which is employed by or performs services for the TGSA, the fact of their being an Executive Officer or Board Member of the TGSA shall not disentitle such Executive Officer or Board Member or such firm or company, as the case may be, from receiving proper remuneration for such services.
- 29.03 Every Executive Officer or Board Member of the TGSA or any other person who has undertaken or is about to undertake any liability on behalf of the TGSA 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 funds of the TGSA, from and against:

- a. All costs, charges and expenses whatsoever which such Executive Officer, Board Member or other person sustains or incurs 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 office; and
- b. All other costs, charges and expenses that they sustain or incurs in or about or in relation to the affairs thereof, except such costs, charges or expenses as are occasioned by their own wilful neglect or default.

BYLAW 30: Execution of Contracts, Documents, or Instruments in Writing

- 30.01 Contracts, documents or instruments in writing requiring the signature of the TGSA may only be signed by the Signing Officers.
- 30.02 The corporate seal of the TGSA may, when required be affixed to documents, instruments in writing, or contracts signed by any Signing Officers or persons, appointed as necessary by resolution of the Board.
- 30.03 The term “contracts, documents, or instruments in writing” as used herein shall include deeds, mortgages, hypothecs, charges, conveyances, transfers and assignments of property, real or personal, immovable or movable, agreements, releases, receipts and discharges for the payment of money or other obligations, conveyances, transfers, powers of attorney and assignments of shares, bonds, debentures or other securities and all paper writings.
- 30.04 In particular, without limiting the generality of the foregoing:
 - a. Any two of the Signing Officers are authorized to sell, assign, transfer, exchange, convert, or convey any and all shares, bonds, debentures, rights, warrants or other securities owned by or registered in the name of the TGSA and to sign and execute (under the corporate seal of the TGSA or otherwise) all assignments, transfers, conveyances, powers of attorney, and other instruments that may be necessary for the purpose of selling, assigning, transferring, exchanging, converting, or conveying any such shares, bonds, debentures, rights, warrants, or other securities.

BYLAW 31: University-TGSA Support Agreement

- 31.01 The University and the TGSA shall have a contract that clearly designates the relationship, responsibilities, and roles of each the University and the TGSA.
- 31.02 This contract shall be negotiated annually in April and May and signed by a designate from the University and the TGSA.

BYLAW 32: Dissolution

- 32.01 Upon dissolution of the TGSA, all assets shall be divided equally among any organization or organizations that can demonstrate that it represents the educational, physical, political, and social needs of all graduate students. If no such group or groups exist, then all assets shall be entrusted to the office of the SGS in the form of an endowment to directly benefit graduate students of the University.
- 32.02 Dissolution can only occur if decided by Referendum in accordance with Bylaw 24 Referenda. The Executive shall have forty-two (42) business days to complete dissolution from the date of the Referendum.
- 32.03 The Executive Officers in office at the time of dissolution shall be empowered to evaluate all matters affecting the TGSA with respect to dissolution until all assets have been dispersed.

BYLAW 33: Interpretation

- 33.01 In all Bylaws, Policies, and resolutions of the TGSA the singular shall include the plural and the plural the singular; the word “person” shall include firms and corporations and other entities, and the neuter shall include the masculine and the feminine. Whenever reference is made in any Bylaw, Policy, or any special resolution of the TGSA to any statute or section thereof, such reference shall be deemed to extend and apply to any amendment or re-enactment of such statute or section thereof, as the case may be.

ENACTED the 27th day of April, 2017. WITNESS the corporate seal of the TGSA.

POLICIES

Purpose of these Policies

These Policies are intended to direct the activities of the TGSA and all organizations under its auspices.

POLICY 1: Business Conducted at General Meetings

- 1.01 The following business shall be conducted at the Fall General Meeting:
- 1.01.01 The Executive Officers and Commissioners will provide short reports on their activities up to that point.
 - a. The First Year Arts Student Representative and the First Year Science Student Representative will not yet be elected and are excused from providing reports.
 - b. The Program Representative will provide reports if they desire.
 - 1.01.02 The VP Finance shall present a budget from the previous Academic Year and will present a proposed budget for the current Academic Year.
 - a. Any TGSA committees, standing or ad-hoc, or committees run under the authority and auspices of the TGSA with budgets shall present a breakdown of their annual expenses as a part of the overall budget of the TGSA.
 - 1.01.03 The VP Finance will present the auditor's report for the TGSA annual audit. If available, the auditor shall present the annual audit. The General Membership shall discuss and vote to accept the auditor's the report.
 - 1.01.04 The General Membership shall discuss and vote on any amendments to the Bylaws and Policies in accordance with Bylaw 24.
 - 1.01.05 The General Membership shall discuss and vote on any Referenda in accordance with Bylaw 24.
 - 1.01.06 The General Membership shall discuss and vote on any motions.
 - 1.01.07 The VP Internal Affairs will introduce the nominated candidates running for the First Year Science Representative and First Year Arts Representative. If time allows, each candidate may give a short two (2) minute speech. The VP Internal Affairs will time the speeches. Voting will occur after in accordance with Bylaw 18.
 - 1.01.08 The VP Student Affairs shall discuss upcoming social events for the rest of the Academic Year and take any suggestions from the General Membership.
- 1.02 The following business shall be conducted at the Spring General Meeting:
- 1.02.01 The Executive Officers and Commissioners will provide short

reports on their activities undertaken during their tenure consisting of a brief summary of the year's accomplishment and provide an overview of all ongoing and upcoming issues for the following Academic Year.

- a. The Program Representative will provide reports if they desire.
- 1.02.02 The VP Finance shall provide a summary of the finances from the Academic Year and a proposed budget for the new VP Finance and the coming academic year.
 - a. Any TGSA committees with a budget shall provide a summary of the finances as they stand at the end of their academic year and provide a proposed budget for the coming academic year.
- 1.02.03 The General Membership shall vote on any amendments to the Bylaws and Policies.
- 1.02.04 The General Membership shall vote on any Referenda.
- 1.02.05 The General Membership shall vote on any Motions.
- 1.02.06 The General Membership shall vote to make any ad-hoc committees operating for at least one (1) year to be re-struck as permanent standing committees.
- 1.02.07 The VP Internal Affairs shall present the electoral candidates and open the elections. If time allows, each candidate may give a short two (2) minute speech. The VP Internal Affairs will time the speeches.
- 1.02.08 The VP Student Affairs shall discuss suggested summer social events for the continuing VP Student Affairs and take any suggestions from the General Membership.
- 1.03 If The Board has approved online voting at the Board Meeting prior to the General Meeting then voting shall happen online as stipulated in the motion voted on by The Board.

POLICY 2: Executive, Commissioner, and Program Representative Portfolios

- 2.01 The following are the portfolios of the duties that a person in each position shall fulfill to the best of their abilities. These duties are in addition to attending all Executive, Board, and General Meetings and Special Executive, Board, and General Meetings.
- 2.02 Portfolio Duties of the Executives:
 - 2.02.01 President
 - The duties of the President shall be:
 - a. To ensure that the responsibilities of each Executive position portfolio and Board Member Commissioner are being met;
 - b. To ensure all requirements and necessary documentation

regarding the Not for Profit Incorporation of the TGSA remains in good standing;

- c. To do a short presentation to the incoming Executive on Robert's Rules of Order in May and to do a short presentation to the incoming Board on Robert's Rules of Order in September;
- d. To ensure that the Executive Officers receives Positive Space training, Accessibility for Ontarians with Disabilities Act (AODA) training, Anti-Oppression Training at the start of their terms;
- e. To represent the TGSA at the Presidents' Group Meetings;
- f. To serve as an Official Guest on the Board of Governors;
- g. To be the designated signee of the University-TGSA Support Agreement (Appendix 4);
- h. Overseeing the Discipline and Impeachment process;
- i. To sit on the Emergency Planning Committee, the Heritage Committee, Athletics Advisory CASSC Subcommittee;
- j. To be proxy for the VP Internal Affairs on CASSC or VP Senate Representative on Senate when required;
- k. To sit on the TCSA Board of Directors Committee in a non-voting capacity;
- l. To chair meetings the TGSA Long-Term Planning Committee;
- m. To attend meetings with various University Administration personnel, as needed;
- n. To attend meetings with other Student Unions across Ontario, as requested;
- o. To serve as the public face of the TGSA when dealing with media.

2.02.02

Vice President Internal Affairs

The duties of the VP Internal Affairs shall be:

- a. To perform the duties of the President when required or should the position become vacant;
- b. To perform an annual review of the University-TGSA Support Agreement in consultation with The Executive in May and June;
- c. To review all Memorandums of Understanding that the TGSA may enter into for articles that contradict the Bylaws and Policies;

- d. To possess a copy of all contractual Memorandums of Understanding;
- e. To ensure the Bylaws and Policies are followed by the executive, the board, and the General membership;
- f. To answer and educate the executive, the board, and the General Membership on the Bylaws and Policies as necessary;
- g. To do a short presentation about the bylaws and understanding the Bylaws and Policies to The Board in September;
- h. To serve on the Colleges and Student Services Committee (CASSC), Student Charter of Rights and Responsibilities CASSC Subcommittee, and the CASSC Terms of Reference Subcommittee;
- i. To chair the Constitutional Changes Committee and to perform an annual review of the Bylaws and Policies;
- j. To oversee the elections of the First Year Arts Representative and First Year Science Representative at the Fall General Meeting;
- k. To oversee the elections of the executive and commissioners at the Spring General Meeting;
- l. To oversee the filling of vacant Executive and Commissioner positions as necessary;
- m. To aid, when necessary, the current program representative to hold elections within their program for their replacement in April;
- n. To oversee referenda;
- o. To maintain the Executive Contact Database list of the TGSA.

2.02.03 Vice President Communications

The duties of the VP Communications shall be:

- a. To act as scribe for all TGSA meetings in preparing and circulating the agenda and previous meeting minutes and taking meeting minutes;
- b. To oversee the maintenance of the filing cabinet in the TGSA office and organizing the documents wherein;
- c. To pick up and distribute any mail the TGSA may receive as appropriate;
- d. To oversee the maintenance of the TGSA Google Drive

database as the “owner” and organize the documents wherein;

- e. To oversee the compiling and circulation of the monthly TGSA newsletter;
- f. To oversee the maintenance of the TGSA website and all other TGSA social media accounts and the information wherein;
- g. To post the approved Board Meeting, General Meeting, and any Special General Meeting minutes on the website;
- h. To send and receive emails from the gsa@trentu.ca email as appropriate;
- i. To receive the Grad Listserv and Grad Blackboard Listserv email lists from the University’s Information Technology (IT) and to compose and send emails as appropriate using the appropriate listserv to notify the General Membership of the ratified budget, an upcoming event, meeting, or otherwise important notices;
- j. To prepare, if necessary, and maintain the TGSA created Trent Orientation package (Appendix 5) for incoming graduate students to be sent to the SGS in May for circulation and to be distributed through the Grad Blackboard List serve in September and put on social media;
- k. To prepare, if necessary, and maintain the TGSA created TGSA Orientation package (Appendix 6) for incoming Board members to be circulated in September.

2.02.04 Vice President Finance

The duties of the VP Finance shall be:

- a. To care for the TGSA bank account debit card and cheques;
- b. To keep all accounting books in accordance with the budget ratified by the Voting Body at the Fall General Meeting and maintaining a separate TGSA Levy Fee Budget and TGSA Student Support Fee Budget;
- c. To reconcile all TGSA bank accounts on a monthly basis recording all revenues and expenses accordingly;
- d. To receive all moneys due to the TGSA, including dues collected from graduate student by the SGS, and other sources such as donors;
- e. To ensure the insurance policy is current and in effect;

- f. To chair the TGSA Finance Committee;
- g. To present the proposed budget to the General Membership for ratification at the Fall General Meeting and answering any questions the membership may have about this budget; and if the budget is not ratified at the Fall General Meeting, to make amendments to the proposed budget and re-present the budget for ratification at a Special General Meeting before the end of the Fall Semester;
- h. To present all other budgets as necessary at the Fall and Spring General Meetings;
- i. To provide the details of the ratified budget to the VP Communications for advertisement on the website, social media, and through an email to the Grad Listserv to the General Membership seven (7) business days after ratification;
- j. To submit a fiscal year-end report to SGS at the end of April as per the University-TGSA Support Agreement before the end of their tenure;
- k. To be responsible for compiling and submitting an Annual Summary to Corporations Canada in the Winter Term;
- l. To ensure an Auditor examines the accounting records and the financial statements of the TGSA in the Fall semester and to ensure the auditor reports are presented to the Board and the General Membership at the Fall General Meeting for approval at both;
- m. To receive all applications for the Conference Bursary, Emergency Bursary, and Conference and Group Support Bursary, categorize the applications that are eligible to receive monies, and present the total monies to be spent of the Conference Bursary and Group Support Bursary at the next Board meeting for approval and to present the Emergency Bursary for approval by the Executive at the next Executive Meeting;
- n. To make a record of the individual amounts paid out in Conference Bursary, Emergency Bursary, and Group Support Bursary free of any personal and private information to be publically released to the General Membership at the end of the Academic Year;
- o. To present a categorized, updated budget breakdown to The

Executive or The Board as necessary upon request by The Executive or The Board;

- p. To sit on the Academic Planning and Budget Committee.

2.02.05

Vice President Student Affairs

The duties of the Vice President Student Affairs shall be:

- a. To develop a program of monthly social events from September through April and one (1) social event shall occur in July including a BBQ in September for Orientation Week, Festivus in December, and Spring Fling in April, in accordance with the constraints within the budget ratified by the General Membership;
- b. To coordinate an orientation for incoming graduate students in cooperation with the SGS and make presentations about the TGSA where possible;
- c. To coordinate an environmental or sustainable event with the Environmental Commissioner, to coordinate an equity event with the Equity Commissioner, to coordinate an International Student event with the International Student Commissioner, and to coordinate a Health or De-stress event with the Health Benefits Commissioner;
- d. To be familiar with The University's policy including the Charter of Student Rights and Responsibilities and the Violence and Harassment Policy and Procedures, and do a short presentation on each at the October or November Board meeting;
- e. To receive all General Membership grievances, complaints, or issues in regards to graduate student treatment at the department or university level and to meet with person issuing complaints to help educate them on their rights and, if possible, to put together a plan of action while maintaining confidentiality where possible;
- f. To confer with the Equity Commissioner and the International Student Representative Commissioner as necessary to discuss specific policy as they may relate to those positions maintaining confidentiality where possible;
- g. To address concerns that may affect multiple graduate students, present it to the Board for feedback and, where plans are made, approval, and to act on said plan in an attempt to improve or correct the concern, complaint, or issue while maintaining confidentiality where possible;
- h. To contact and liaison with graduate student groups and organizations, such as the Frost Centre Student Association, other student groups, and community groups as necessary to build connections by promoting events and going to meetings;

- i. To sit on Health and Wellness CASSC Subcommittee, the Housing Advisory CASSC Subcommittee, the Graduate Housing Subcommittee of the Housing Advisory Subcommittee, and the Convocation CASSC Task Subcommittee, and the Entrepreneurship Centre User Group;
- j. To meet with delegates from the Health and Dental Benefits Plan, if necessary, and to report the contents of the meet to The Executive and The Board.

2.02.06

Vice President Senate Representative

The duties of the VP Senate Representative shall be:

- a. To represent the TGSA at Senate, Senate Executive meetings, and all other senate subcommittees as appointed or needed and to relay relevant information back to The Executive and The Board;
- b. To do a short presentation about Senate and how to bring proposals or ideas to Senate to the Board in October or November;
- c. To serve on the Graduate Studies Senate Subcommittee (with a second graduate student) and Student senate caucus;
- d. To oversee and organize graduate student representation on TGSA committees, CASSC subcommittees, Senate subcommittees, other university committees, and TCSA committees by putting out calls for vacant committee positions by advertising during orientation week presentations, to the Board, through an email to the Grad Blackboard Listserv, and on social media beginning in September continuing until the positions are filled;
- e. To compile and maintain a list of all committees to be updated annually;
- f. To compile and maintain a list of all graduate students serving on committees to be updated as necessary;
- g. To instruct all graduate students that serve on committees, including The Executive and Board Members, as to how to serve on their committee in representing graduate student concerns, taking notes, and emailing those notes and meeting minutes to the VP Senate Representative for review, submitting reports on important committee updates to Board Meetings as requested by the VP Senate Representative or when they believe it is important, attending Board Meetings as requested or when they believe it is important, and taking Board ratified motions back to their committees, and to endorse the official positions of the Board (as summarized from Bylaw 22);
- h. To organize the submitted committee notes in the TGSA Google Drive;

- i. To direct the commissioners to sit on vacant committees as required indefinitely or until the position can be filled.
- 2.03 Portfolio Duties of the Board Members:
- 2.03.01 Program Representatives
- The duties of the Program Representative shall be:
- a. To serve as a liaison between the TGSA Executive and students in their Graduate Programs by representing the options and concerns of students in their program at Board Meetings;
 - b. To email updates to the members of their Graduate Program summarizing relevant business and decisions that arise at Board Meetings;
 - c. To advertise the official positions of The Board to students in their Graduate Programs;
 - d. To coordinating within their program's student association to hold elections to select the program representative for the upcoming Academic Year in April, or if necessary in September, if there is no student association, then to notify the VP Internal Affairs to help them organize a program election;
 - e. To sit on one TGSA committee or University Committee or their choosing;
 - f. To submit one report to a Board Meeting or General Meeting regarding their accomplishments in their position, departmental issues, or advertising an event;
 - g. To facilitate social groups, student clubs, or events as requested by students in their Graduate Programs;
 - h. To advertise TGSA social events to students in their Graduate Programs and attend, when possible.
- 2.03.02 Canadian Union of Public Employees (CUPE) 3908 Representative
- The duties of the CUPE 3908 Representative shall be:
- a. To be part of the TGSA's General Membership;
 - b. To serve as a liaison between CUPE 3908 Unit 2 and the TGSA Executive and Board in conveying information between the two bodies that is relevant to graduate students in their dual role as employees and students of The University;
 - c. To help The Executive and The Board access CUPE funds for research projects, social events, or emergency funds;

- d. To advertise CUPE 3908 bursaries to graduate students at Board meetings and by sending information the VP Communications to advertise via the Grad Blackboard Listserv.

2.03.03

Equity Commissioner

The duties of the Equity Commissioner shall be:

- a. To 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 LBTTQ+ persons;
- b. To ensure the TGSA Bylaws and Policies and events are equitable;
- c. To ensure the TGSA abides by the Accessibility for Ontarians with Disabilities Act (AODA) in its activities and to do a short presentation to The Board on the AODA in October or November;
- d. To ensure the TGSA abides by the Human Rights Code in its activities and to do a short presentation to The Board on the Human Rights Code in October or November;
- e. To be familiar with The University's Discrimination and Harassment Policy, the Accessibility Policy, and The Sexual Violence Policy and to do a short presentation to The Board on these policies in October or November;
- f. To consult with the VP Student Affairs when dealing with General Membership grievances related to equity;
- g. To connect with student and non-student organizations both on and off The University campus whose activities pertain to equity;
- h. To promote equity events to the General Membership via the VP Communications and the Grad Blackboard Listserv and social media;
- i. To help organize an equity focused event with the VP Student Affairs;
- j. To liaison with The University's Centre for Human Rights, Equity, & Accessibility;
- k. To serve on The Presidential Advisory Council on Human Rights, Equity and Accessibility (PACHREA), the Special Appeals Senate Committee (SAC), and the Religious Affairs CASSC Task Subcommittee;

- 2.03.04
- l. To chair the TGSA Social Justice Committee.
- Environmental Commissioner
- The duties of the Environmental Commissioner shall be:
- a. To ensure the Bylaws and Policies and events are sustainable;
 - b. To be familiar with The University's Environment and Sustainability Policy and to do a short presentation to The Board on this policy in October or November;
 - c. To liaison with The University's Sustainability Office;
 - d. To connect with student and non-student organizations both on and off The University campus whose activities pertain to the environment or sustainability;
 - e. To promote environmental or sustainable events to the General Membership via the VP Communications and the Grad Blackboard Listserv and social media;
 - f. To help organize an environmental or sustainable event with the VP Student Affairs;
 - g. To serve on the Environmental Advisory Board (EAB) Committee, the Sustainable Trent Committee, Fair Trade CASSC Task Subcommittee and the Trent Sustainable Agriculture Experimental Farm Committee;
 - h. To chair the TGSA Sustainability Committee.
- 2.03.05
- Health Benefits Commissioner
- The duties of the Health Benefits Commissioner shall be:
- a. To possess a working knowledge of graduate students' Health and Dental Benefits Plan and costs associated with that plan;
 - b. To possess a working knowledge of the Direct2U prescription service;
 - c. To make a short presentation about Health and Dental Benefits Plan and Direct2U prescriptions to give during orientation week and to The Board in September or October;
 - d. To advertise the Health and Dental Benefits Plan's blackout dates to The Board, through social media, and through the VP Communications and the Grad Blackboard Listserv;
 - e. To perform outreach with the First Year Arts Student Representative and the First Year Science Student Representative to educate graduate students about the

Health and Dental Benefits Plan;

- f. To hold office hours in the TGSA office to meet with students to help them with their Health and Dental Benefits Plan;
- g. To obtain the opt in/opt out lists and send them to the health care provider as needed;
- h. To meet with delegates of the Health and Dental Benefits Plan on a regular basis, with the VP Student Affairs or President, if necessary, and to report the contents of the meet to The Executive and The Board;
- i. To send and receive emails from gradhealth@trentu.ca;
- j. To chair the TGSA Health Benefits Committee; and
- k. To sit on any university committees specifically related to the Health and Dental Benefits Plan.

2.03.06

Ontario Graduate Students' Alliance (OGSA) Commissioner
The duties of the Ontario Graduate Students' Alliance (OGSA) Commissioner shall be:

- a. To be familiar with the Bylaws and Policies of the OGSA;
- b. To be familiar with the advocacy projects of the OGSA;
- c. To liaison between the OGSA and The Board;
- d. To attend to OGSA meetings either physically or digitally;
- e. To bring TGSA concerns to the OGSA and report back to The Board;
- f. To sit on vacant committees as requested by the VP Senate Representative indefinitely or until the position can be filled;
- g. To help delegate the work of the other Commissioner and Executive Officer positions.

2.03.07

First Year Arts Representative

The duties of the First Year Arts Representative shall be:

- a. To represent the interest of first year arts graduate students to The Board;
- b. To be familiar with The University's Academic Integrity Policy for graduate students and to help educate first year students and answer questions about this policy;
- c. To aid the Health Benefits Commissioner in performing outreach related to the Health and Dental Benefits Plan;
- d. To meet with Program Representatives to promote the TGSA;
- e. To help the Program Representatives form a student society for their program where none exists;
- f. To sit on vacant committees as requested by the VP Senate Representative indefinitely or until the position can be filled;
- g. To run for an elected position on The Executive for the

following Academic Year.

2.03.08

First Year Science Representative

The duties of the First Year Science Representative shall be:

- a. To represent the interest of first year science graduate students to The Board;
- b. To be familiar with The University's Academic Integrity Policy for graduate students and to help educate first year students and answer questions about this policy;
- c. To be familiar with The University's Health and Safety Policy and to help educate first year students and answer questions about this policy;
- d. To meet with Program Representatives to promote the TGSA;
- e. To help the Program Representatives form a student society for their program where none exists;
- f. To sit on vacant committees as requested by the VP Senate Representative indefinitely or until the position can be filled;
- g. To run for an elected position on The Executive for the following Academic Year.

2.03.09

International Student Representative Commissioner

The duties of International Student Representative Commissioner shall be:

- a. To represent the interest of International Students to The Board;
- b. To be familiar with the University Health Insurance Plan (UHIP) and to help educate International Students and answer questions about this plan;
- c. To consult with the Health Benefits Commissioner regarding student issues regarding UHIP and the P Health and Dental Benefits Plan;
- d. To advertise the CUPE 3908 UHIP reimbursement that International Students can apply for through social media and the Grad Blackboard Listserv via the VP Communications in association with the CUPE 3908 Representative;
- e. To consult with the VP Student Affairs when dealing with General Membership grievances related to International Students;
- f. To be familiar with the Trent International Program (TIP), the resources it provides to international students, and its events;
- g. To advertise TIP programs, services, and events through social media and the Grad Blackboard Listserv via the VP Communications;
- h. To advertise scholarships and bursaries that International Students can apply for through social media and the Grad Blackboard Listserv via the VP Communications;
- i. To help organize an International Student focused event with

- the VP Student Affairs;
- j. To sit on the Social Justice Committee.

POLICY 3: Honoraria for Executive Officers and Commissioners

- 3.01 The purpose of the honoraria is to provide acknowledgment for work carried out by Executive Officers and Commissioners in fulfillment of their duties. Executive Officers and Commissioners positions shall be paid an honorarium at the end of their tenure of an amount approved by the Voting Body at the Fall General Meeting presented in the budget.
- 3.02 Positions that receive an honorarium:
Executive Officers:
a. President
b. VP Internal Affairs
c. VP Communications
d. VP Finance
e. VP Student Affairs
f. VP Senate Representative
Commissioners:
a. Equity Commissioner
b. Environmental Commissioner
c. Health Benefits Commissioner
d. Ontario Graduate Students' Alliance Commissioner
e. International Student Representative Commissioner
- 3.03 The granting of each Honorarium is conditional upon the fulfillment of Bylaw 19
- a. Transfer of Executive and Commissioner Positions and;
 - b. The Executive Officer or Commissioner is not undergoing discipline or impeachment in accordance with Bylaw 21;
 - c. The fulfillment of Bylaw 15 for Executive Officers and Bylaw 17 for Commissioners;
 - d. The fulfillment of their positions portfolio in Policy 2;
 - e. Receiving remuneration from non-TGSA sources equal or greater to their honorarium.
- 3.04 Changes to the amount of the yearly honoraria may be granted by approval of The Board and shall be effective for the following fiscal Academic Year. The current value of each Executive honorarium is \$1,000. The current value of each Commissioners honorarium is \$200.
- 3.05 Additional Honoraria:
If a person or persons of the General Membership has made substantial contributions to the TGSA, an Executive Officer or Board Member may nominate them to receive an honorarium of \$50 at a Board Meeting in the winter semester. A summary of the nominee's contributions will be submitted to The Board in writing via the Executive. The person or persons of the General Membership shall receive their honoraria upon majority vote of The Board.

- 3.05.1 The executive committee members of the Symons Seminar Series shall be nominated for their contributions in organizing the speaker series pending available funds in the budget.

POLICY 4: Elections

- 4.01 The outgoing VP Internal Affairs shall oversee all elections for The Executive and the Commissioners, as long as they are not a candidate. If the outgoing VP Internal Affairs is a candidate, another outgoing Executive Officer who is also not a candidate for the elections shall be selected by a majority vote of The Board to act in their stead.
- 4.02 The nomination period for the Fall General Meeting shall open as early as August and shall be open no later than fourteen (14) business days before the elections to be held at the Fall General Meeting date. Nominations shall close five (5) business days prior to the election. The nomination period for the Spring General Meeting shall open as early as February and shall be open no later than fourteen (14) business days before the elections to be held at the Spring General Meeting date. Nominations shall close five (5) business days prior to the election.
 - 4.02.1 Candidates must be Full Members.
 - 4.02.2 Candidates for the First Year Arts Representative and First Year Science Representative positions must be in their first year of graduate studies either full-time or part-time at the time of their appointment.
 - 4.02.03 Candidates for the International Student Representative Commissioner must be an International Student at the time of their appointment.
- 4.03 Candidates shall be nominated by a person of the General Membership or nominate themselves for a position. They may only be nominated for a single position. Nominations shall be sent in writing to the VP Internal Affairs. Upon receiving the nomination, the VP Internal Affairs shall contact the nominee, who must accept or reject their nomination by the end of the nomination period. The nominee must submit a 200-word statement that will be made available to the General Membership via social media, the Grad Blackboard Listserv, and TGSA website via the VP Communications upon the closure of the nomination period.
 - 4.03.01 Nominated candidates that are not elected to their nominated position shall be asked to fill any vacant Executive or Commissioner positions in accordance with Bylaw 15.02 for the Executive and Bylaw 17.02 for Commissioners.
- 4.04 Campaigning for Executive Officer and Commissioner positions shall be permitted.
 - 4.04.01 Campaigning shall be in accordance with the following:
 - a. Campaigning shall be the responsibility of the individual candidates;
 - b. Total cost of campaign materials shall not exceed \$50 (CDN) per nominee;

- c. Each campaign shall be limited to 40 work hours per candidate;
 - d. All campaign materials shall be send to The Executive for approval by majority vote and only approved campaign materials shall be used. The VP Internal Affairs will notify the candidate of the Executive’s decision in writing. The campaign materials may be altered and resubmitted for approval.
- 4.04.02 All receipts shall be submitted by the candidate to the VP Internal Affairs no more than seven (7) business days after the date of the General Meeting. Failure to submit receipts or spending more than the allotted amount will result in the candidate being expelled from the election.
- 4.04.03 A record of hours spent working on campaigning shall be submitted by the candidate to the VP Internal Affairs no more than seven (7) business days after the date of the General Meeting. Failure to submit a record of hours worked or working more than 40 hours on their campaign will result in the candidate being expelled from the election.
- 4.04.04 Use of non-approved campaign materials will result in the candidate being expelled from the election.
- 4.05 Election voting shall occur with the method predetermined by The Board in accordance with Bylaw 18 Elections.
- 4.05.01 The Voting Body may vote on the candidates except:
- a. Only first year students may vote for both the First Year Arts Representative and First Year Science Representative;
 - b. Only International Students may vote for the International Student Representative Commissioner.
- 4.05.02 The online voting period shall commence after the General Meeting and shall last no more than seven (7) business days.
- 4.06 Quorum shall be five percent (5%) or 25 members of the Voting Body, whichever number is greater.
- 4.07 Candidates must be elected by a majority vote of the voting body;
- 4.07.01 Should a candidate be running for a position unopposed, they must still be acclaimed in a “yes” or “no” vote of confidence. Candidates must be acclaimed by a majority “yes” vote of confidence.
- 4.07.02 In the rare case where some or none of the candidates are acclaimed, the outgoing Executive must hold a Special Board Meeting to discuss emergency actions to be undertaken. If for some reason a Special Board Meeting cannot be achieved or quorum cannot be achieved, the outgoing Executive must hold a Special Executive Meeting to discuss emergency actions to be

- undertaken in accordance by Bylaw 25.
- 4.08 The votes, whether physical or digital, shall be tallied by the VP Internal Affairs in the presence of one (1) scrutineer per candidate.
 - 4.08.01 The votes shall be tallied for one position at a time with the Executive Officer positions in no particular order.
 - 4.09 The positions of the President, VP Communications, and VP Finance must be filled during the Spring General Meeting elections.
 - 4.09.01 If for some reason these positions are not filled, the outgoing Executive must hold a Special Board Meeting to discuss emergency actions to be undertaken. If for some reason a Special Board Meeting cannot be achieved or quorum cannot be achieved, the outgoing Executive must hold a Special Executive Meeting to discuss emergency actions to be undertaken in accordance by Bylaw 25. The desire is to find a suitable candidate for these vacant positions in accordance with Bylaw 15.02.
 - 4.10 In addition to the First Year Arts Representative and First Year Science, any vacant Executive Officer or Commissioner position that has not been filled by The Board in accordance with Bylaw 15.02 for the Executive and Bylaw 17.02 for Commissioners may be elected in accordance with these Policies at the Fall General Meeting.
 - 4.11 Program Representative positions shall be elected by the members of their program in departmental elections run by their departmental society or with help from the VP Internal Affairs. Only people in the department may vote for their department representative.
 - 4.11.01 If necessary, elections for Program Representatives may happen during the Spring General Meeting. If this is the case, a statement must be released by the Executive that clearly outlines that these elections are department specific and are not under the control of the Executive.

Policy 5: Nomination Eligibility

- 5.01 Only full members of the TGSA who are eighteen (18) or more years of age, who are not in undischarged bankruptcy are eligible to be nominated as candidates for the Executive.
 - 5.1.01 Any candidates for the positions of President, VP Finance must demonstrate that they not have been involved in any fraudulent or manhandling of monies.

POLICY 6: Finance

- 6.01 The financial operations of the TGSA will be run in accordance with Bylaw 23 Finances.
- 6.02 The activities of the TGSA are funded from dues collected from student fees by the SGS on behalf of the TGSA (a full breakdown of dues and fees is included on the SGS website).
 - 6.02.01 The expenses of the TGSA shall be financed by dues and by other

means, such as applying for grants, fundraising, or receiving donations, as decided by a majority vote of The Board so long as these other means are in compliance with this policy.

- 6.02.02 The dues collected are to be used in the spirit of the TGSA for the benefit of the General Membership.
- 6.03 The annual Graduate Students' Association dues of full time graduate students is \$40.00 as a TGSA Levy Fee and \$52.60 as a TGSA Student Support Fee for a total of \$92.60. The annual Graduate Students' Association dues of part-time graduate students are \$20.00 as a TGSA Levy Fee and \$26.30 as a TGSA Student Support Fee for a total of \$46.30
 - 6.03.01 The TGSA Finance Committee shall be able to review the dues amounts and suggest to The Board any increases that can go to referendum. Increases to the dues can only be enacted by a referendum in accordance with Bylaw 24.
- 6.04 As per the University-TGSA Support Agreement the TGSA shall receive one third (1/3) of their dues from the SGS three times a year in the fall, winter, and spring/summer semesters.
 - 6.04.01 Any delay or failure of the SGS to provide the fees in a timely manner must first be addressed in accordance with the University-TGSA Support Agreement.
- 6.05 The budgets shall be structured according to the following:
 - 6.05.01 The Levy Fee Budget and the TGSA Student Support Fee Budget shall be separate entities;
 - 6.05.02 The TGSA Levy Fee Budget shall include the following items: Social Events (including Festivus, Spring Fling, Orientation Week, one summer event, and other small socials), Operating Costs (including newsletter printing, office supplies, and regular incidentals), Thesis Binding, Executive honoraria, Commissioner honoraria, and other nominated honoraria;
 - 6.05.03 The TGSA Student Support Fee Budget shall include the following items: Conference Bursaries, Emergency Bursary, and Conference and Group Support,, Capital Purchases, Capital Reserve (non-jargon term: savings account), Insurance, Audit;
 - 6.05.04 The TGSA Student Support Fee Budget may include the following items if funds allow: Symons Seminar Series and Three Minute Thesis;
 - 6.05.05 Funds up to amount of \$1,000.00 may be transferred from one budget category to another as deemed necessary upon a majority vote of the executive. Any budgetary changes from \$1,000.00 - \$2,000.00 must be approved by a majority vote of The Board. Amounts greater than this can only be reallocated by a referendum since it would be a substantial change to the previously ratified budget.
 - 6.05.06 At least 2.5% of the annual dues shall be dedicated into a capital reserve coming from funds in either or in part both the TGSA Levy

- Fee Budget or the TGSA Student Support Fee Budget and shall appear as a regular line item in the yearly budget until the reserve reaches \$40,000 and funds will only be added to the capital reserve to as necessary to maintain \$40,000;
- 6.05.07 If necessary funds from the capital reserve may be used in the legal defense of the TGSA;
 - 6.05.08 All surplus funds at the end of the Academic Year shall be invested into the Emergency Bursary each year until the amount of \$5,000 is reached. Then surplus funds will only be added each year as needed to maintain \$5,000.
 - 6.05.09 If the capital reserve contains \$40,000 and the Emergency Bursary contains \$5,000 all surplus funds at the end of the Academic Year shall be invested into the capital reserve.
 - 6.05.10 The amount in the capital reserve shall be a separate line item in the yearly budget for information.
- 6.06 The TGSA shall maintain enough capital reserve funds to protect its financial viability for a minimum of one Academic Year in the event that membership fees are inadequate for basic administrative functions. Use of the capital reserve can only be done upon majority vote of The Board.
- 6.06.01 In the event that membership fees are inadequate for basic functions, it is necessary to reduce expenditures. The TGSA must have insurance and an annual audit in order to maintain its existence and these must remain line items in the budget.
 - 6.06.02 In recognition that the General Membership relies on the Thesis Binding, Executive honoraria, Commissioner honoraria, other nominated honoraria, Conference Bursaries, Emergency Bursary, and Conference and Group Support Bursary these line items can receive reductions but should be less than the other expenditures in the budget and should be reduced after all other expenditures.
 - 6.06.03 In the event that membership fees are inadequate for basic functions, it is recommended that the TGSA solicit donations and apply for grants.
- 6.07 The capital reserve may be used in an emergency scenario to help or maintain the basic functions of the TGSA. Emergency use of the capital reserve can only be done upon majority vote of The Board.
- 6.08 Official records must be kept of all transactions, with original receipts. Physical transactions records will be kept in the filing cabinet in the TGSA office and digital transaction records will be kept in the TGSA Google Drive.
- 6.09 A financial statement outlining the receipts and expenditures from the past Academic Years shall be compiled and kept. This report is will be made available to the General Membership upon request.
- 6.10 A end of year financial report shall be prepared and submitted to the SGS as per the University-TGSA Support Agreement in May.

POLICY 7: Referenda

- 7.01 The VP Internal Affairs shall oversee the Referendum campaigns and make sure the members of the campaigns understand and follow all TGSA Bylaws and Policies.
- 7.02 In order to call a referendum vote the following criteria must first be met:
- 7.02.01 The referendum question must be submitted to the Executive via the VP Internal Affairs as soon as it is known;
 - 7.02.02 Any TGSA member may submit a referendum question;
 - 7.02.03 No referenda shall be held on the same or any similar question until one calendar year has passed from the date of the original Referendum. The similarity of the Referenda question will be determined by the Executive. The question may be rewritten by the TGSA member(s) until its language is found to be sufficiently different by the Executive;
 - 7.02.04 The Executive shall ensure the Referendum question is clearly worded and capable of being answered either “Yes” or “No;”
 - 7.02.05 If applicable, the times and durations of referendum shall be included in the wording of the question;
 - 7.02.06 Once the question is approved by a vote of The Executive, the VP Internal Affairs will notify the TGSA member that submitted the question of this approval in writing.
- 7.03 The referendum may only be called by the TGSA President after receiving:
- 7.03.01 A Majority vote by the Board; or
 - 7.03.02 A petition stating the purpose of the Referendum signed by ten percent (10 %) of the General Membership (petition form in Appendix 7) presented to the Executive via the VP Internal Affairs.
- 7.04 Referendum campaigning shall be permitted.
- 7.04.01 Campaigning shall be in accordance with the following:
 - a. Campaigning shall be the responsibility of each “yes” and “no” campaign;
 - b. Any General Member may conduct an official “yes” or “no” campaign and there may be only one “yes” and one “no” campaign conducted for each question;
 - c. Total cost of campaign materials shall not exceed \$100 (CDN) per campaign;
 - d. Both campaigns will send campaign materials to The Executive for approval by majority vote and only approved campaign materials shall be used. The VP Internal Affairs will notify the campaign’s designate of the Executive’s decision in writing. The campaign materials may be altered and resubmitted for approval.
 - 7.04.02 All receipts shall be submitted by both campaigns to the VP Internal Affairs no more than seven (7) business days after the date of the General Meeting. Failure to submit receipts or spending

- more than the allotted amount will result in the referendum question represented by the campaign being expelled.
- 7.04.03 Use of non-approved campaign materials will result in the referendum question represented by the campaign being expelled;
- 7.05 A referendum vote will happen in accordance with the following process:
- 7.05.01 The date of the referendum vote shall coincide with the Fall and Spring General Meetings;
- 7.05.02 In special cases where a referendum must be voted on before the Fall or Spring General meeting, a Special General Meeting may be called;
- 7.05.03 The referendum question and any accompanying information shall be sent by both campaigns to the VP Communications to made available to the General Membership thirty (30) business days prior to the voting date. When the case presents itself that the referendum information cannot be circulated thirty (30) business days prior to the vote, to remain on the ballot, the information must be circulated no later than seven (7) business days prior to the voting date.
- 7.05.04 The VP Communications will send out the referendum question and any accompanying information via the Grad Listserv and post it on the TGSA website.
- 7.05.05 Voting in referenda shall ordinarily occur by secret online ballot. Under exceptional circumstances voting may take place by secret physical ballot if supported by a Majority vote of The Board.
- 7.05.06 In exceptional cases where voting is by secret physical ballot, the following terms shall be met:
- a. Eligible voters shall supply their student card to an official, likely the VP Internal Affairs, to be checked against the list of current registered students before voting;
 - b. All votes received shall be kept securely in a ballot box until time of tabulation;
 - c. All votes received shall be counted by the VP Internal Affairs in the presence of two Official Scrutineers appointed representative from each campaign;
 - d. Ballots shall be kept in the custody of the VP Internal Affairs in the locked filing cabinet in the TGSA office for two (2) years.
- 7.05.07 All votes received shall be counted by the VP Internal Affairs in the presence of at least two scrutineers appointed representative from each campaign.
- 7.05.08 The percentage of “yes” and “no” votes and the results of the referendum shall be released to the General Membership by the VP Communications via a post on the TGSA website and added to the meeting minutes.

- 7.06 All members of the Voting Body shall be eligible to vote on Referenda.
- 7.07 Quorum requirements for a Referendum shall be five percent (5 %) of the Voting Body or 25 votes, whichever number is greater.
- 7.08 The Board may officially take a “yes” or “no” position on any referendum question, if passed by a majority vote at a Board Meeting.

POLICY 8: Long Term Planning Committee

- 8.01 The chair of the Long Term Planning Committee shall be the President.
- 8.02 All activities of the Long Term Planning Committee shall be reported to The Board by the chair.
- 8.03 The Long Term Planning Committee shall include the President, a former Executive Officer, and at least one additional Executive Officer.
- 8.04 The mandate of the Long Term Planning Committee is as follows:
 - 8.04.01 To address ongoing graduate student issues and concerns at The University;
 - 8.04.02 To identify the priorities for the current Executive Officers and plans to achieve those priorities;
 - 8.04.03 To identify the long-term goals of the TGSA and plans to achieve those goals;
 - 8.04.04 To prepare a year-end progress report that includes future directives to be presented to The Board for feedback in March or April.

POLICY 9: Constitutional Changes Committee

- 9.01 The Chair of the Constitutional Changes Committee shall be the VP Internal Affairs.
- 9.02 All activities of the Constitutional Changes Committee shall be reported to The Board by the chair.
- 9.03 The mandate of the Constitutional Changes Committee is as follows:
 - 9.03.01 To perform an annual review of the Bylaws and Policies of the TGSA and any the Bylaws and Policies of any committees under the auspices and authority of the TGSA as listed in Bylaw 27 proposing appropriate amendments and alterations;
 - 9.03.02 To bring the proposed amendments and alterations to The Board for approval by majority vote;
 - 9.03.03 To bring the new Bylaws and Policies as approved by The Board for ratification by the Voting Body at the Fall or Spring General Meeting;
 - 9.03.04 To apply all approved amendments to the Bylaws and Policies.

POLICY 10: Finance Committee

- 10.01 The Chair of the Finance Committee shall be the VP Finance.
- 10.02 All activities of the Finance Committee shall be reported to The Board by the chair.

- 10.03 The mandate of the Finance Committee is as follows:
 - 10.03.01 To prepare a proposed budget for the current Academic Year or the TGSA;
 - 10.03.02 To submit the proposed budget to The Board by October for feedback and approval prior to the General Membership seeing the proposed budget at the Fall General Meeting;
 - 10.03.03 To perform an annual review of the amount of the TGSA dues;
 - 10.03.04 To recommend to The Board if the dues shall be increased by referendum;
 - 10.03.05 To bring any undue financial burdens on the budgets of the TGSA for review by The Board.

POLICY 11: Social Justice Committee

- 11.01 The Chair of the Social Justice Committee shall be the Equity Commissioner.
- 11.02 The International Student Representative Commissioner shall sit on the committee to identify equity issues pertaining to International Students.
- 11.03 All activities of the Social Justice Committee shall be reported to The Board by the chair.
- 11.04 The mandate of the Finance Committee is as follows:
 - 11.04.01 To assist the Equity Commissioner in the performance of their duties, including, but not limited to, educating the General Membership with regards to equity and human rights issues and representing and advocating for marginalized populations within the TGSA;
 - 11.04.02 To identify issues specific to International Students;
 - 11.04.03 To organize, facilitate, and participate in research and other activities to raise awareness around women's, issues for people of colour, people with disabilities, Aboriginal persons, and LGBTTQ+ persons to work toward creating more inclusive spaces in the TGSA, The University, and the broader Peterborough community;

POLICY 12: Sustainability Committee

- 12.01 The Chair of the Sustainability Committee shall be the Environmental Commissioner.
- 12.02 All activities of the Sustainability Committee shall be reported to The Board by the chair.
- 12.03 The mandate of the Sustainability Committee is as follows:
 - 12.03.01 To assist the Environmental Commissioner in the performance of their duties, including, but not limited to, educating the General Membership with regards to sustainability and environmental issues and representing and advocating for sustainability within the TGSA;
 - 12.03.02 To organize, facilitate, and participate in research and other activities to raise awareness around sustainability and to work

toward creating more environmentally friendly procedures in the TGSA, The University, and the broader Peterborough community.

POLICY 13: Health Benefits Committee

- 13.01 The Chair of the Health Benefits Committee shall be the Health Benefits Commissioner.
- 13.02 All activities of the Health Benefits Committee shall be reported to The Board by the chair.
- 13.03 The mandate of the Health Benefits Committee is as follows:
 - 13.03.01 To assist the Health Benefits Commissioner in the performance of their duties, including, but not limited to, educating the General Membership with regards to the Health and Dental Benefits Plan;
 - 13.03.02 To assist the Health Benefits Commissioner in making recommendations about the Health and Dental Benefits plan fee increased to be presented to The Board when necessary;
 - 13.03.03 Promoting the benefits plan to incoming students during orientation week in September;
 - 13.03.04 Advertising the plan to graduate students throughout the year;
 - 13.03.05 Performing an annual review of the health and dental benefits plan to be presented to The Board in March or April.

POLICY 14: Conference Bursary

- 14.01 The purpose of the Graduate Student Conference Bursaries is to provide support for Full Members to further their professional development by reimbursing conference related fees when they are not fully covered by other sources, such as a supervisor, scholarship, or travel grant.
- 14.02 Only conference registration fees, workshop fees, membership fees, travel fees, accommodation fees, and conference specific print costs can be claimed. Food is not an eligible expense.
- 14.03 A limit of \$250.00 per Full Member per 12-month period will be applicable. If a Full Member has attended more than one conference per 12-month period, then they may submit more than one application. Multiple applications per Full Member may be placed in a queue until the end of the Academic Year. Full Members may be granted bursaries for multiple conferences, so long as the total received by the applicant does not exceed \$250.00 over the course of the past 12-month period.
- 14.04 Full Members shall use the Conference Bursary Application (in Appendix 8) form to apply for funding. All bursary applications must be accompanied by all original receipts attached to their application with proof of attending the conference. Photocopies will not be accepted. Electronic receipts are accepted only when originals are not issued. If receipts are in currency other than Canadian (CND) dollars, the Full Member make a note of the CND equivalent at the time of payment for the application.

- 14.04.01 All monies reimbursed shall be in CND.
- 14.05 Conference Bursary applications shall be received and reviewed by the VP Finance. Any applications that require explanation or involve special circumstances shall be investigated by the VP Finance. Only Conference Bursary applications that meet all the requirements as per this policy shall be brought to The Board. The final amount payable shall be ratified by The Board.
- 14.06 Conference Bursaries shall be distributed in three times over the course of the Academic Year.
 - 14.06.01 Application deadlines for each period shall be as follows:
 - a. May 1 - August 31 period: Deadline for submission to TGSA is Sept 15;
 - b. Sept 1 - December 31 period: Deadline for submission to TGSA is Jan 15;
 - c. Jan 1 - April 30 period: Deadline for submission to TGSA is May 15.
 - 14.06.02 Applications will be accepted up to five (5) business days after the set deadline, but will be subject to a financial waiting penalty of five percent (5%).
 - 14.06.03 The total Conference Bursary amount shall be approved by a majority vote of The Board at the next Board Meeting following the deadline for submission.
 - 14.06.04 Due to budgetary constraints, application deadlines that experience 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 be reimbursed the entirety of their claim.
- 14.07 The funds shall be divided equally among each period, unless there is a fund pro-ration. Remaining funds shall be carried-over into the next application deadline.
- 14.08 The total individual amounts paid out in Conference Bursaries shall be made public free of all personal and private information for the General Membership at the end of the Academic Year.

POLICY 15: Emergency Bursary

- 15.01 The purpose of the Emergency Bursary is to provide additional and immediate financial support for Full Members who are experiencing an unexpected and harmful financial burden that is not covered by the Health and Dental Benefits Plan, pre-existing governmental support, or support from the University.
 - 15.01.02 In order to receive emergency financial support through the Emergency Bursary, Full Members must demonstrate they have an immediate financial need that for valid reasons they are unable to cover themselves, and they have no access to other means of financial support either through the government or the University.

- 15.01.03 The Emergency Bursary is meant to supplement already existing emergency programs not replace them.
- 15.01.04 Full Members seeking financial support for a Health or Dental Emergency must be a part of the Health and Dental Benefits Plan.
- 15.02 Emergencies covered by the Emergency Bursary fall into three (3) categories:
 - 15.02.01 Health and Dental Emergency not covered by the current Health and Dental Benefits Plan;
 - 15.02.02 Basic Income Emergency; and
 - 15.02.03 Grocery Emergency.
- 15.03 Each of the categories listed in Policy 15.02 have individual capacities on amounts that can be claimed during individual time periods:
 - 15.03.01 Health and Dental Emergency shall have a limit of \$250 per Full Member per 6-month period;
 - 15.03.02 Basic Income Emergency shall have a limit of \$450 per Full Member per 12-month period; and
 - 15.03.03 Grocery Emergency shall have a limit of \$75 per single Full Member per 4-month period and \$200 per Full Member with a minimum of two (2) dependents per 4-month period.
 - 15.03.04 In extreme individual cases clearly demonstrated by the Full Member asking for monies through the Emergency Bursary, these limits may be disregarded by a majority vote of the Executive at a Special Executive Meeting. This should be considered an extreme measure by the Executive and only utilized in rare cases. The Executive shall do their due diligence to see that the Full Member has provided clear and accurate information that adheres to all of the policies specific to the Emergency Bursary.
- 15.04 Full Members shall use the Emergency Bursary Application (in Appendix #) form to apply for funding.
 - 15.04.01 Health and Dental Emergency applications must be accompanied by original medical quotes from a health or dental practitioner showing the amount and the procedure. The Full Member must demonstrate that the cost is not covered by the Health and Dental Benefits Plan. Photocopies will not be accepted. Electronic receipts are accepted only when originals are not issued. If receipts are in currency other than Canadian (CND) dollars, the Full Member make a note of the CND equivalent at the time of payment for the application.
 - 15.04.02 Basic Income Emergency applications must be accompanied by original documentation showing the amount and the object of

expenditure. Photocopies will not be accepted. Electronic receipts are accepted only when originals are not issued. If receipts are in currency other than Canadian (CND) dollars, the Full Member make a note of the CND equivalent at the time of payment for the application.

- 15.04.03 Grocery Emergency applications do not require documentation but must demonstrate need.
- 15.04.04 All monies given shall be in CND.
- 15.05 Full Members receiving monies from the Health and Dental Emergency applications and Basic Income Emergency applications must submit original receipts to the Executive within two (2) months proving they spent the monies. Photocopies will not be accepted.
 - 15.05.01 The two (2) month timeframe may be extended by a majority vote of the Executive if the Full Member demonstrates the necessity to do so at the time the Emergency Bursary is received.
 - 15.05.02 Failure to submit receipts within the timeframe may result in the Full Member being denied future Emergency Bursaries by majority vote of the Executive.
- 15.06 Emergency Bursary applications shall be received and reviewed by the VP Finance. Any applications that require explanation or involve special circumstances shall be investigated by the VP Finance. Only Emergency Bursary applications that meet all the requirements as per this policy shall be brought to the next Executive Meeting. The final amount payable shall be ratified by The Executive.
- 15.07 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 the full amount requested.
- 15.08 The total individual amounts paid out in Emergency Bursaries shall be made public free of all personal and private information for the General Membership at the end of the Academic Year.

POLICY 16: Conference and Group Support Bursary

- 16.01 The purpose of the Conference and Group Support Bursaries is as follows:
 - 16.01.01 To provide support for students and student organizations to further their professional development when organizing conferences, professional activities, and group activities. Conferences and groups that fall into this category must contain TGSA General Membership participation and be organized at least in part by TGSA General Membership;
 - 16.01.02 To provide support to The University's department faculty, community groups, and Associate Members provided that their

- event shall involve or directly benefit the General Membership.
- 16.01.03 To provide financial support when fees are not fully covered by other sources, such as grants.
- 16.02 A general limit of \$300.00 per 12-month period will be applicable per group unless decided otherwise by a majority vote of The Board within budgetary constraints.
- 16.03 Groups shall use the Conference and Group Support Bursary Application (in Appendix 9) form to apply for funding. All bursary applications must be accompanied by a full proposal with financial statements and descriptive details about the conference submitted to the VP Finance.
- 16.04 Conference and Group Support Bursaries shall be received and reviewed by the VP Finance. Any applications that require explanation or involve special circumstances shall be investigated by the VP Finance. Only bursary applications that meet all the requirements as per this policy shall be brought to The Board. The final amount payable shall be ratified by The Board.
- 16.05 Conference and Group Support Bursaries shall be distributed in three times over the course of the Academic Year.
- 16.05.01 Application deadlines for each period shall be as follows:
- a. May 1 - August 31 period: Deadline for submission to TGSA is Sept 15;
 - b. Sept 1 - December 31 period: Deadline for submission to TGSA is Jan 15;
 - c. Jan 1 - April 30 period: Deadline for submission to TGSA is May 15.
- 16.05.02 Applications will be accepted up to five (5) business days after the set deadline, but will be subject to a financial waiting penalty of five percent (5%).
- 16.05.03 The total Conference and Group Support Bursary amount shall be approved by a majority vote of The Board at the next Board Meeting following the deadline for submission.
- 16.05.04 Due to budgetary constraints, application deadlines that experience 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 be reimbursed the entirety of their claim.
- 16.05 The funds shall be divided equally among each period, unless there is a fund pro-ration. Remaining funds shall be carried-over into the next application deadline.
- 16.06 The total individual amounts paid out in Conference Bursaries shall be made public free of all personal and private information for the General Membership at the end of the Academic Year.

POLICY 17: Changes to Seal

- 17.01 As per Bylaw 8, should the Executive deem it necessary, the seals of the TGSA

- may be altered.
- 17.01.01 This necessity will be determined by a majority vote of the Executive at an Executive Meeting.
 - 17.02 The Executive will put out a call to the General Membership for proposals for the new seals.
 - 17.02.01 The call can be made at any time during the Academic Year and shall be done through the Grad Blackboard Listserv.
 - 17.02.02 The call will be open for 60 business days.
 - 17.02.03 New seal designs shall be submitted to the Executive via email.
 - 17.02.04 New seal designs shall be of high quality graphic design in a minimum of 600x600 pixels and submitted in .png format.
 - 17.03 In the case that none of the General Membership responds to the call, the Executive, with Board approval, may widen the call to include local Peterborough artists and graphic designers.
 - 17.04 New seal designs shall be vetted by the Executive.
 - 17.04.01 New seal designs shall be rejected if they do not meet the minimum pixels or required submission format.
 - 17.04.02 New seal designs will be rejected if they contain offensive, inequitable, or oppressive language or imagery.
 - 17.05 The best three new seal designs will be brought before the Board for discussion and approval.
 - 17.05.01 Approval of one of the new seals shall be determined by majority vote of the Board.
 - 17.05.02 This new seal shall be included in the Bylaws and Policies of the TGSA and must be ratified before it can be put into use.
 - 17.06 The creator of the new ratified seal will receive an honorarium to be determined by majority vote of the Board based on the available funds of the current budget.

POLICY 18: Entertainment and Recreation

- 18.01 Social events and their budgets shall be submitted for approval by the VP Student Affairs at a Board Meeting at least one (1) month prior to the event.
- 18.02 One (1) social event shall occur in each month from September through April.. During the summer months, one (1) social event shall occur in July.
- 18.03 The VP Student Affairs is encouraged to plan a variety of social events throughout the year that cater to the diversity of graduate students in the General Membership including family-friendly and alcohol-free events.
- 18.04 The VP Student Affairs shall complete the necessary university Risk Management documentation for the Office of Student Affairs prior to any social event, including, but not limited to, a Risk Assessment Form.
- 18.05 Events will be organized in a way that is accessible, such as but not limited to,

only using mobility accessible venues with gender neutral washroom in a location that is accessible via Peterborough Transit.

18.05.01 The Equity Commissioner must be consulted to make sure a venue is accessible.

POLICY 19: Mail Collection

19.01 The TGSA is in possession of two mailboxes:

- a. #326 in the mailroom, Wallis Hall, Trill College;
- b. Graduate Studies Office, Science Complex, Symons Campus

19.02 Two (2) executives will be in possession of the mailbox keys.

17.02.01 The mail shall be checked on a regular, bi-monthly basis.

POLICY 20: Conflict of Interest

20.01 A conflict of interest may arise if an elected official occupying any position within the TGSA that required election by the General Membership uses their role for personal or pecuniary benefit.

20.02 Any persons suspected of a conflict of interest is subject to Bylaw 21 Discipline and Impeachment.

POLICY 21: Confidentiality and Confidential Files

21.01 The TGSA shall ensure its Bylaws and Policies and procedures are in compliance with Personal Information Protection and Electronic Documents Act (PIPEDA).

21.02 The TGSA shall ensure its Bylaws and Policies and procedures are in compliance with the Personal Health Information Protection Act (PHIPA) of Ontario.

21.03 The Executive, Health Benefits Commissioners, Equity Commissioners, and all other Board Members in possession of sensitive, personal, or private information about a General Member as it is covered by PIPEDA and PHIPA are expected to abide by these Acts and maintain the strictest level of confidentiality.

21.03.01 In the case where sensitive, personal, or private information is to be released as part of an information gathering project done by the TGSA all sensitive, personal, or private information must be made completely anonymous and a statement of the anonymous use of this information must precede any information gathering.

21.03.02 In the case where sensitive, personal, or private information is to be released as part of a grievance launched by a person or persons of the General Membership, the person or persons must be informed how their sensitive, personal, or private information is to be used and give informed consent before any sensitive, personal, or private information is to be released. The person or persons

General Member are entitled to peer-support and advocacy from an Executive.

- 21.04 Confidential files shall be kept in a red file folder in the locked filing cabinet in the TGSA office to denote their confidentiality.
- 21.05 Confidential files must be signed and dated by the Executive Office responsible for creating the file.
- 21.06 Physical confidential files shall be maintained for four (4) years by those taking up the Executive Officer position of the person that originally created the file.
- 21.07 Digital confidential files shall be maintained indefinitely by those taking up the Executive Officer position of the person that originally created the file. Should these files be in the TGSA Google Drive they shall not be shared and marked confidential.
- 21.08 The TGSA shall maintain three types of confidential files:
 - 21.08.01 *In Camera* (Private):
 - a. Any Executive Officer may request an *In Camera* discussion at Executive Meetings and Special Executive Meetings. Any Executive Officer or Board Member may request an *In Camera* discussion at Board Meetings and Special Board Meetings. The minutes of the meeting shall read *In Camera* in place of a detailed record of the discussion.
 - b. Any record of the discussion shall be placed in an *In Camera* file kept in the locked filing cabinet in the TGSA office.
 - c. The *In Camera* files shall be accessible only to members of The Executive.
 - d. All Executive Officers and Board Members present during an *In Camera* discussion shall be asked to sign any *In Camera* minutes in acknowledgement of their confidentiality.
 - e. *In Camera* information shall not be disclosed outside the Executive.
 - f. Disclosure of *In Camera* information shall result in immediate discipline.
 - 21.08.02 Non-documented Information:
 - a. Any Executive Officer may request that a discussion remain off the record at Executive Meetings or Special Executive Meetings.
 - b. Such non-documented information shall not be disclosed outside the Executive.

- c. Disclosure of Non-Documented Information shall result in immediate discipline.
- 21.08.03 General Membership Grievances:
 - a. The VP Communications shall maintain a file of General Membership Grievances in the locked filing cabinet in the TGSA Office.
 - b. The General Membership Grievances file shall only be accessible to the VP Student Affairs and the President unless informed consent is given by the person or persons filing the grievance to bring in another Executive Office, Commissioner, or CUPE 3980 Representative. Consent shall be obtained in writing or, if writing is not possible, an oral recording.
 - c. Information contained in a General Membership Grievances file may be disclosed to the person or persons filing the grievance at the discretion of the VP Student Affairs and President. The person or persons will be updated on their case as updates become available.
- 21.09 Any persons subject to Policy 17 found in its contempt shall be subject to immediate discipline and punitive measures.
 - 21.09.01 Any person or persons of the General Membership with a complaint and documented evidence of a person or persons' breach of Policy 17 is entitled to have it brought to the Executive Officer they trust to handle their case.
 - 21.09.02 The entrusted Executive Officer will bring this case to a Special Executive Meeting that excludes the person or persons found in contempt of Policy 17 regardless of their position within the TGSA. The meeting shall be held *In Camera*.
 - 21.09.03 This case cannot not be efficiently handled anonymously and informed consent must be obtained by the entrusted Executive Officer from the person or persons of the General Membership with the complaint.
 - 21.09.04 In cases where the person or persons of the General Membership with the complaint is not able or willing to give informed consent, they are entitled to remain anonymous and complaint can proceed as long as the documented evidence proves beyond a doubt that the person or persons of whom the complaint is against has breached Policy 17.
 - 21.09.05 The entrusted Executive Officer shall present the complaint and

documented evidence to those present at the Special Executive Meeting.

- 21.09.06 The person or persons of the General Membership are entitled to be at the Special General Meeting if they so wish. They be given the right to speak on their own behalf should they wish.
- 21.09.07 After all evidence is presented, the Executive shall decide beyond a doubt by majority vote if the person or persons of whom the complaint is against are in contempt of Policy 17. If a tie breaker vote is needed, one (1) Commissioner will be invited to the Special Executive Meeting.
- 21.09.08 Should the person or persons be found in contempt of Policy 17 they shall immediately stricken of their elected position and have their honorarium revoked. They shall not be eligible to run for any position on the Board at any time in the future. As such, documentation with the names of the person or persons must be kept of record for the use of future Executive.
- 21.09.09 Bylaw 21 Discipline and Impeachment will not be applied in this context due to the importance of maintaining confidentiality and the sensitivity required to handle cases of this nature.

POLICY 22: Discrimination, Harassment, and Oppression

- 22.01 In the conduct of its business and the development of its Policies, the TGSA shall endeavour to create and maintain an environment of mutual respect that recognizes the dignity and worth of every person and permits the fullest possible participation of all students in the life of the university and their communities.
- 22.02 The TGSA prohibits and will work to counter discrimination on the grounds of race, ancestry, place of origin, color, ethnic origin, citizenship, language, creed, clerical or lay status, sex or gender, pregnancy or health status, sexual orientation, gender identity, age (except as required by statute), marital status, family status (parent/child relationship), number of dependents, disability, political or religious affiliation or belief, membership in legal associations, place of residence, or any other related grounds to ameliorate the status of a specific group and all harassment.
- 22.03 The TGSA actively encourages and will endeavour to assist all Executive Officers and Commissioners to undergo Positive Space training, Accessibility for Ontarians with Disabilities Act (AODA) training, and Anti-Oppression Training.
- 22.04 The TGSA actively encourages and will endeavour to assist all organizations run under the authority and auspices of the TGSA to develop anti-harassment and anti-oppression policies.

APPENDICES

APPENDIX 1: Seals of the TGSA

Header Logo



Logo



Footer Logo



APPENDIX 2: Transition Document Template for Executives and Commissioners

Transition Document

Position:

Term:

Contact Information for follow up questions or concerns:

Responsibilities of your Position as described in bylaws

List Regular Tasks on a Yearly, Once a Semester, Monthly, and Weekly basis

As per listed in compliance with the bylaws (describe activity and its timeframe):

As not listed in the bylaws (describe activity, its timeframe, and recommendation to include in future bylaws):

List completed projects you did this year:

List in progress projects:

List projects you didn't get around to, or other suggestions you may have for the future of this portfolio:

Timeframe for the year to complete and initiate projects:

List basic contacts of external group or organizations that you work closely with:

APPENDIX 3: Petition Form for Discipline or Impeachment

Petition Form for Discipline or Impeachment

Should you feel that a person in a position of authority within the TGSA or appointed by the TGSA has failed to appropriately perform the duties of their position or has acted in a manner that is in breach of these Bylaws and Policies or in a manner that constitutes harassment, then you may request that person be subject to discipline or impeachment. In accordance with Bylaw 21, any person of the General Membership may submit a motion to discipline or impeach and Executive Officer, Board Members, or TGSA Committee representative.

Please fill out the following form and submit it with signatures to the VP Internal Affairs at vpinternalaffairstgsa@trentu.ca. If applicable, proof of claims of misconduct done by the person accountable to discipline or impeachment shall also be submitted. Any questions can also be submitted to the VP Internal Affairs.

Name:

Date:

Email:

Position within the TGSA (if applicable):

Name of Persons Accountable to Discipline or Impeachment:

Position within the TGSA (if applicable):

Do you wish this person to face discipline or impeachment?

If discipline, what kinds of sanctions would you feel are sufficient for the person, e.g. subject to strict supervision by superiors, financial penalty on their honorarium, etc.

Signatures of Students in Support of the Motion (10% of the General Membership Required)

Name, Student Number, and Signature

APPENDIX 4: Trent University-TGSA Support Agreement

Due to the length and formatting requirements of this document, it is permanently hosted on the TGSA website available at <http://trentgsa.ca/wp-content/uploads/GSAAgreementTrent2015-16.pdf>.

APPENDIX 5: TGSA Orientation Package for Incoming Graduate Students

Due to the length and formatting requirements of this document, it is permanently hosted on the TGSA website available at <http://trentgsa.ca/about/tgsa-graduate-student-handbook/>.

APPENDIX 6: TGSA Orientation Package for Incoming Board Members

Due to the length and formatting requirements of this document, it is permanently hosted on the TGSA website available at <http://trentgsa.ca/wp-content/uploads/TGSAOrientationDocument.pdf>.

APPENDIX 7: Petition Form for Referendum

Petition Form for Referendum

Should you desire to have the graduate student body vote on a decisive issue, you can submit that issue as a “yes” or “no” question in order to bring it to a vote.

These issues can be anything that would affect graduate students, the operations of the TGSA, an increase to or creation of any graduate student controlled fees, or a change to the bylaws or policies of the TGSA or any group run under its auspices. For more information on what can be brought to a referendum see Bylaw 24.

Please fill out the following form and submit it with signatures to the VP Internal Affairs at vpinternalaffairstgsa@trentu.ca. Any questions can also be submitted to the VP Internal Affairs.

Name:

Date:

Email:

Position within the TGSA (if applicable):

Issue you wish to bring to referendum:

Referendum question (phrased as a “yes” or “no” question):

Signatures of Students in Support of the Referendum (10% of the General Membership Required)

Name, Student Number, and Signature

APPENDIX 8: Conference Bursary Application Form

Due to the length and formatting requirements of this document, it is permanently hosted on the TGSA website available at <http://trentgsa.ca/wp-content/uploads/2016TGSAConferenceBursaryApplication.pdf>.

APPENDIX 9: Emergency Bursary Application Form

Due to the length and formatting requirements of this document, it is permanently hosted on the TGSA website available at <http://trentgsa.ca/wp-content/uploads/TGSAEmergencyBursaryForm2017.pdf>.

APPENDIX 10: Conference and Group Support Bursary Application Form

Due to the length and formatting requirements of this document, it is permanently hosted on the TGSA website available at <http://trentgsa.ca/wp-content/uploads/TGSAConferenceAndGroupSupportBursaryApplicationForm2017.pdf>.