

# **Trent Graduate Students Association**

## **By-Laws**



Updated: February 27<sup>th</sup>, 2023



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The by-laws contained herein were last amended on the February 27<sup>th</sup>, 2023, at a duly constituted General Meeting of the Trent Graduate Students Association's membership. As of May 1<sup>st</sup>, 2023, these By-laws will supersede any previous version of the by-laws and mission statement.

Respectfully Submitted,

President Emma Kaszecki  
Trent Graduate Students Association  
2022-2023



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## Section 1: Mission and Principles

### 1.1 Preamble

The Trent Graduate Students' Association (hereby known as "the Organization") is a democratically elected student group representing graduate students at Trent University on both the Peterborough and Durham campuses. The Organization operates according to the *Act* (as hereinafter defined) as a not-for-profit corporation with its own by-laws and operating policies.

### 1.2 Mission Statement

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

### 1.3 Objectives of the Organization

- 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.



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## Section 2: General

### 2.1 Definitions

In this by-law and all other by-laws of the Trent Graduate Students' Association, unless the context otherwise requires:

- a. ACADEMIC YEAR refers to the period beginning May 1<sup>st</sup> and ending on the following April 30<sup>th</sup>.
- b. ACT means the *Not-for-Profit Corporations Act*, 2010 (Ontario) and, where the context requires, includes the regulations made under it, as amended or re-enacted from time to time.
- c. BOARD refers to the elected Members representing the governing body of the Organization
- d. BY-LAWS means this By-law (including the schedules to this By-law) and all other by-laws of the Organization as amended and which are, from time to time, in force and effect.
- e. CHAIR means the chair of the Board in the Organization.
- f. DIRECTOR means an individual occupying a position within the Organization by whatever name he or she is called.
- g. EXECUTIVE or EXECUTIVE OFFICER refers to the President or an individual in a Vice President position elected by the Organization to take part of a define role and act on behalf of the Organization.
- h. FULL MEMBER is a current graduate student at 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 Organization. They will be members of the Voting Body.
- i. MEMBER(S) means (an) individual within the Organization.
- j. MEMBERSHIP refers to the entirety of the members within the Organization.
- k. ORGANIZATION means the Trent Graduate Students' Association (TGSA) not-for-profit corporation that has passed these by-laws under the *Act* or that is deemed to have passed these by-laws under the *Act*.
- l. 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 By-laws.
- m. SCHOOL OF GRADUATE STUDIES refers to the office at Trent University responsible for graduate student and graduate faculty administration (hereby known as "SGS").
- n. SIGNING AUTHORITY refers to the President, Vice President of Internal Affairs (Treasurer), and Vice President of Senate of the Organization in their capacity to authorize transactions involving the Organization treasury and sign documents on behalf of the Organization.
- o. 'UNIVERSITY' shall refer to Trent University in Peterborough, Ontario.



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## 2.2 Interpretation and/or Other Terminologies

Other than as specified in **Section 2.1**, all terms contained in this By-law that are defined in the *Act* shall have the meanings given to such terms in the *Act*. Words importing the singular include the plural and vice versa, and words importing one gender include all genders.

## 2.3 Severability and Precedence

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

## 2.4 Registered Office

The Organization must have a registered office in Ontario as specified in the Articles of Incorporation that may change township or municipality by a resolution of the Directors or may be changed to another place in Ontario by a resolution of the Membership at a special meeting of the Members. At present, the registered office of the Organization is located at Wallis Hall 223 Traill College, 315 Dublin St, Peterborough, Ontario, Canada, K9H 7P4.

### 2.4.1 Keys

The Executive shall be in possession of a code to the registered office of the Organization and mail keys for the mailbox at Traill College provided by Traill College. Each Executive Officer shall possess the code to the registered office and only two (2) Executive Officers shall possess mail keys only for their term. Upon the completion of their term, the Executive must return any keys in their possession to Traill College. Damage of the keys are the responsibility of the Executive Officer and shall be replaced at their expense. The code to the registered office will be changed at the beginning of each Academic Year Loss by the incoming Executives.

## 2.5 Seal

The seals of the Organization (Appendix 1) shall be in the form determined by the Board and shall be entrusted to the Executive for their use, updating, and safekeeping.

## 2.6 Execution of Contracts

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



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## 2.7 Rules of Order

The Organization shall follow Bourinot's Rules of Order at any meeting.

## 2.8 Corporate Records to be Kept

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

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

## 2.9 Members' Access to Records

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

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

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



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be in any form, provided that the records are capable of being reproduced in intelligible written form within a reasonable time.

### 2.10 Protection of Records

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

## Section 3: Membership

### 3.1 Members

Membership in the Organization shall consist of active status graduate students at Trent University at either the Symons or Durham campus, including full-time and part-time students, and those pursuing joint degrees offered partly at other institutions who have paid dues to the Organization.

### 3.2 Membership

A membership in the Organization is not transferable and automatically terminates if the Member resigns or such membership is otherwise terminated in accordance with the *Act*.

### 3.3 Disciplinary Act or Termination of Membership for Cause

Upon fifteen (15) days of a written notice to a Member, the Board of Executives may pass a resolution authorizing disciplinary action or the termination of membership for violating any provision of the articles or By-laws.

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

## Section 4: Executives and Board of Directors

### 4.1 Number of Directors

The Organization must have at least three (3) Members who shall assume the roles of Directors. The maximum number of Directors shall be consistent with the Articles of the Organization.

### 4.2 Qualification of Directors





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Directors must be a Member of the Organization during the term they are elected for. The following persons are disqualified from being a Director of a Organization:

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

#### 4.3 Composition of the Executives

The Executives in the Organization shall consist of the following individuals, elected by the members within the Organization.

- a. President (Chair)
- b. Vice President of Internal Affairs (Treasurer)
- c. Vice President of Student Affairs (Secretary)
- d. Vice President of Senate

#### 4.4 Composition of the Board of Directors

The Board of Directors shall consist of the following individuals, elected by the Members within the Organization.

- a. The Executive Directors
- b. One (1) member of Equity & Diversity (Equity Commissioner)
- c. One (1) member of Environmental Sustainability (Environmental Commissioner)
- d. One (1) member of International Student Affairs (International Student Commissioner)
- e. One (1) member representing the students at Trent University Durham Campus
- f. Two (2) members representing students of the Arts whereby each representative is differentiated based on their enrolled degree (i.e. One [1] representative will be in the M.A. stream, and one [1] will be in the Ph.D. stream)
- g. Two (2) members representing students of the Sciences whereby each representative is differentiated based on their enrolled degree (i.e. One [1] representative will be in the M.Sc. stream, and one [1] will be in the Ph.D. stream)
- h. Any Member of the Organization that holds an elected position within the Organization and represents student workers shall be made a Director by virtue of their office (CUPE Representative)

#### 4.5 Election and Term Duration

Any person belonging to the General Membership can nominate a Full Member, including themselves, for any position on the Board that has put out a call for nominations to be voted on in the upcoming election.



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Only members of the Voting Body shall be able to vote in elections.

The Directors shall be elected by and from the Members at the winter general meeting of the Members. The term of office of the Directors-elect shall follow the Academic Year starting from the February 28<sup>th</sup> following the winter general meeting and continuing until the following April 30<sup>th</sup>. The previous administration will continue their duties until April 30<sup>th</sup>. During this two-month period, there will be training for a successful transition over to the new administration. The Directors will serve on the Board until April 30<sup>th</sup> the following year. If a meeting of the Members fails to elect the minimum number of Directors required by the *Act* (three [3] Directors), the Directors elected at that meeting may exercise all the powers of the Directors if the number of Directors so elected constitutes a quorum.

#### 4.5.1 Appointment of Directors by the Board

The Board may appoint such other Directors and agents as it deems necessary following a majority vote of the Board, and who shall have such authority and shall perform such duties as the Board may prescribe from time to time.

The Board may, if they so choose to, hold an election during the fall general meeting of the Members, or at any point hold an election during a Special General Meeting of the Members, to fill vacant positions on the Board.

#### 4.6 Duties of the Directors

Directors of the Organization shall act on behalf of the Organization and be responsible to the Members throughout their elected term in accordance with these By-laws and Policies.

Directors shall be responsible for the duties assigned to them and they may delegate to others the performance of any or all of such duties. The duties of each Director are described in **Section 2: Board Portfolios and Elections** in the Policies.

##### 4.6.1 Extraordinary Roles and Responsibilities of the Directors

Three of the Directors shall be empowered by resolution of the Board to authorize deeds, transfers, assignments, contracts, obligations, and other instruments in writing of the Organization be those financial or otherwise. Signatories and authorization of any effect must be done by two signatories, and no deeds, transfers, assignments, contracts, obligations, and other instruments in writing, financial or otherwise, shall be authorized without resolution of the Directors.

##### 4.6.2 Committee Representation

The Executive shall ensure adequate representation on Organization committees, relevant University committees, and relevant undergraduate committees.

The Vice President Senate shall oversee appointing committee representation and, in consultation with the Executive, shall be responsible for maintaining records of committee representatives,



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contact information, and ensuring all committee documentation, is filed electronically or in hard copy when permitted.

An Executive Officer or Director 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.

Vacant committee positions will be advertised to The Board and General Membership. The Vice President of Senate shall act as Organizations committee representation on vacant committees until such time as a replacement is found.

If the death of a committee representative occurs, the position becomes vacant.

The 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. If an Executive Officer or Director whose portfolio designates them to sit on an important committee is found to be missing meetings without sending regrets, they may be subject to **Section 4.10** in these By-laws.

Any appointed committee representative may resign from their position by written communication to the Vice President of Senate Representative before the next scheduled committee meeting.

The committee representative shall serve without remuneration and no Executive or Director 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.

#### **4.7 Protection of the Members of the Organization**

No Executive or Director for the time being of the Organization shall be liable for the acts, receipts, neglects, or defaults of any other Executive and Director, or employee, or for joining in any receipt or for any loss, damage, or expense happening to the Organization through the insufficiency or deficiency of title to any property acquired by order of the Board or for or on behalf of the Organization or for the insufficiency or deficiency of any security in or upon which any of the moneys of or belonging to the Organization 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 or Director's respective office or trust or in relation thereto unless the same shall happen by or through such Executive or Director's own wrongful and willful act or through their own wrongful and willful neglect or default.

Every Director and Member serving on a committee of the Organization who has undertaken or is about to undertake any liability on behalf of the Organization and their heirs, executors, and



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administrators, and estate and effects, respectively, shall from time to time and at all times, be indemnified and saved harmless out of the moneys of the Organization, from and against:

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

#### 4.8 Insurance

The Organization shall purchase and maintain insurance for the benefit of an individual referred to in By-law **Section: 4.7** against any liability incurred by the individual.

#### 4.9 Vacancies

The office of an Executive and a Director shall be vacated immediately if:

- I. The Executive or the Director resigns office by written notice to the Organization, which resignation shall be effective at the time it is received by the Organization or at the time specified in the notice, whichever is later;
- II. If the Executive or Director dies or becomes bankrupt;
- III. If the Executive or Director is found to be incapable by a court or incapable of managing property under Ontario law; or
- IV. If, at a meeting of the Members, the Member by ordinary resolution removes the Executive or Director before the expiration of the Director's term of office.

#### 4.10 Discipline and Impeachment

Executive Officers, Directors, and all other Organization committee representatives shall complete their duties in a respectful manner. In the event that a member of the Executive, Directors, or Organization committee representative neglects or abuses their duties, they shall be subject to discipline or impeachment.

- I. Any Executive or Director who fails to attend three (3) consecutive meetings, be it Board, Executive, or General, or Organization functions at which their attendance is required according to the description of their position within the By-laws and Policies without sending regrets to the Executive may be impeached.
- II. Harassment in any form will not be tolerated. If there is evidence of continued harassment done by an Executive or Director, the perpetrator of said harassment will be subject to impeachment as pursuant to **Policy 8.4**.



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- III. The General Membership may discipline or impeach any Executive Officer, Directors, or Organization representatives as pursuant by **Policy 8.4**.

Impeachment is only to occur when ample cause is evident. It is preferable to discipline over impeach.

#### 4.11 Office Held at Board's Discretion

Any Executive or Director shall cease to hold office upon resolution of the Board. Unless so removed, an Executive or Director shall hold office until the earlier of:

- I. The Executive's or Director's successor being appointed;
- II. The Executive's or Director's resignation;
- III. Such Executive's or Director's death; or
- IV. The end of the Executive's or Director's term as laid out in **Section 4.5** of these By-laws.

### Section 5: Board Meetings

#### 5.1 Calling of Executive Meetings

Meetings of the Executives may be called by the President (Chair) or any four of the Executives at any time and any place on notice as required by this By-law.

#### 5.2 Regular Meetings

The Board may fix the place and time of regular Board meetings and send a copy of the resolution fixing the place and time of such meetings to each Executive and Director, and no other notice shall be required for any such meetings. Such meeting will occur on the specified day and time of every month for a minimum of nine (9) Board meetings within the Academic Year.

#### 5.3 Notice

Notice of the time and place for the holding of a meeting of the Board shall be given in a manner in accordance with **Section 9** within these By-laws to every Executive and Director of the Organization not less than seven (7) days before the date that the meeting is to be held. Notice of a meeting is not necessary if all of the Executives and Directors are present, and none objects to the holding of the meeting, or if those absent have waived notice or have otherwise signified their consent to the holding of such meeting. If a quorum of Executives is present, each newly elected or appointed Board may, without notice, hold its first meeting immediately following the annual meeting of the Organization.

#### 5.4 Chair

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



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## 5.5 Voting

Each Executive has one vote. Questions arising at any Board meeting shall be decided by a majority of votes. In case of an equality of votes, the Chair shall not have a second or casting vote.

## 5.6 Participation by Telephonic or Electronic Means

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

## 5.7 Committees

Committees may be established by the Board as follows:

- I. The Board of Executives may appoint a managing Executive or a committee of Executives and may delegate to the managing Executive or committee any of the powers of the Executives except those powers set out in the *Act* that are not permitted to be delegated; and
- II. Subject to the limitations on delegation set out in the *Act*, the Board of Executives may establish any committee it determines necessary for the execution of the Board of Executives' responsibilities. The Board of Executives shall determine the composition and terms of reference for any such committee. The Board of Executives may dissolve any committee by resolution at any time.

## Section 6: Member's Meetings

### 6.1 Annual Meetings

The annual meetings shall be held on a day and at a place within Ontario fixed by the Board of Executives. Any Member, upon request, shall be provided, not less than five (5) days or other number of days that may be further prescribed in regulations before the annual meeting, with a copy of the approved financial statements, or review engagement reports and other financial information required by the By-laws or articles. The annual meeting occurs every year of the Fall academic term and second meeting within the Winter academic term.

The business transacted at the annual meetings may include:

- I. receipt of the agenda (Fall and Winter);
- II. receipt of the minutes of the previous annual and subsequent special meetings (Fall and Winter);
- III. major updates of the Directors (Fall and Winter);
- IV. consideration of the financial statements (Fall);
- V. report of the person who has been appointed to conduct a review engagement (Fall);



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- VI. reappointment or new appointment of the person to conduct a review engagement for the coming year (Winter);
- VII. elections of Board (Winter, unless otherwise put forth by the Board); and
- VIII. such other or special business as may be set out in the notice of meeting.

No other item of business shall be included on the agenda for annual meeting unless a Member has given notice to the Organization of any matter that the Member proposes to raise at the meeting in accordance with the *Act*, so that such item of new business can be included in the notice of annual meeting.

### 6.2 Special Meetings

The Executives may call a special meeting of the Members. The Board of Executives shall call a special meeting on written requisition of the Members who hold at least ten percent (10%) of votes that may be cast at the meeting sought to be held within twenty-one (21) days after receiving the requisition unless the *Act* provides otherwise.

### 6.3 Notice

Subject to the *Act*, not less than ten (10) and not more than fifty (50) days of written notice of any annual or special Member's meeting shall be given in the manner specified in the *Act* to each Member, each Executive, Director, and to the person appointed to conduct a review engagement. Notice of any meeting where special business will be transacted must contain sufficient information to permit the Members to form a reasoned judgment on the decision to be taken and state the text of any special resolution to be submitted to the meeting.

### 6.4 Quorum

A quorum for the transaction of business at a Member's meeting is ~~twenty (20) members~~. If a quorum is present at the opening of a meeting of the Members, the Members present may proceed with the business of the meeting, even if a quorum is not present throughout the meeting.

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### 6.5 Chair of the Meeting

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

### 6.6 Voting of the Members

Business arising at any Member's meeting shall be decided by a majority of votes unless otherwise required by the *Act* or the By-law provided that:

- I. Each Member shall be entitled to one vote at any meeting;



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- II. Votes shall be taken by a show of hands among all Members present and the chair of the meeting, if a Member, shall have a vote;
- III. An abstention shall not be considered a vote cast;
- IV. Before or after a show of hands has been taken on any question, the chair of the meeting may require, or any Member may demand, a written ballot. A written ballot so required or demanded shall be taken in such manner as the chair of the meeting shall direct;
- V. If there is a tie vote, the chair of the meeting shall require a written ballot and shall not have a second or casting vote. If there is a tie vote upon written ballot, the motion is lost; and
- VI. Whenever a vote by show of hands is taken on a question, unless a written ballot is required or demanded, a declaration by the chair of the meeting that a resolution has been carried or lost and an entry to that effect in the minutes shall be conclusive evidence of the fact without proof of the number or proportion of votes recorded in favor of or against the motion.

### 6.7 Adjournments

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

### 6.8 Persons Entitled to be Present

The only persons entitled to attend a Member's meeting are the Members, the Executives, Directors, and the person who has been appointed to conduct a review engagement of the Organization, if any, and others who are entitled or required under any provision of the *Act* or the articles or the By-laws of the Organization to be present at the meeting. Any other person may be admitted only if invited by the Chair of the meeting or with the majority consent of the Members present at the meeting.

## Section 7: Groups Under the Auspices of the Organization

The following groups are run under the auspices and authority of the Organization and are responsible to its membership:

N/A as of 2022

### 7.1 Finances of Groups

All groups under the auspices of the Organization who are responsible for the allocation and dispersal of Organization funds must present two (2) budgets at the Fall General Meeting:

- I. One (1) budget describing all spending from the previous Academic Year; and





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II. One (1) budget describing all proposed spending for the current Academic Year.

These budgets must be presented to the Vice President Internal Affairs (Treasurer) fourteen (14) days prior to the Fall General Meeting. They shall be empowered to require changes or additional details before presentation to the General Membership.

A group with any accounts that carry a year-to-year balance that is not returned to the general funds of the Organization shall report all excess monies to the Vice President Internal Affairs (Treasurer) in April and provide documentation of that money being transferred into the appropriate account.

Groups may keep a capital float of no greater than six-hundred dollars (\$600) that must be accounted for in the financial documentation given to the Vice President Internal Affairs (Treasurer).

**7.2 Governance and Oversight of Groups**

All groups under the auspices of the Organization must follow these By-laws and Policies as well as all pertinent policies of the University. Noncompliance with By-laws and Policies will mandate a review of the group to be conducted by the Vice President Senate who may recommend disciplinary action or impeachment to the Executive. Disciplinary action or impeachment will occur in accordance with By-law **Section 4.10**.

Any group under the auspices of the Organization is required to provide a report of its activities to the Board at a Board Meeting, or to General Meetings as requested by the Executive.

Committee meetings or gatherings will be held in accessible locations that include mobility-impaired accessibility, gender neutral accessibility, and access via Peterborough Transit.

The Board shall be empowered to demand any group under the auspices and authority of the Organization to prepare or amend its own By-laws and Policies; and The Board has full power to impose, accept, or amend the By-laws and Policies of any group under the auspices and authority of the Organization 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 Policy **Section 5: Referenda**. Failure to abide by The Board’s decision may result in discipline or impeachment as per By-law **Section 4.10**.

**Section 8: Sub-Committees of the Organization**

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 Executives, Directors, 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.



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Ad-hoc committees must be dissolved and re-struck during the Winter General Meeting.

Prospective new permanent committees shall operate as an ad-hoc committee for at least one (1) academic year, beginning after the next Spring GM, 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 permanent committee.

### **8.1 Finances of Sub-Committees**

Any committee responsible for the allocation and dispersal of Organization funds must present two (2) budgets at a Board Meeting in the fall semester the date to be determined by the Executive:

- I. One budget describing all spending from the previous Academic Year; and
- II. One budget describing all proposed spending for the current Academic Year.

These budgets must be presented to the Vice President Internal Affairs (Treasurer) seven (7) days prior to the scheduled Board Meeting. They shall be empowered to require changes or additional details before presentation to the General Membership.

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 Organization via the Vice President Internal Affairs (Treasurer).

### **8.2 Governance and Oversight of Sub-Committees**

Committee meetings or gatherings will be held in accessible locations that include mobility-impaired accessibility, gender neutral accessibility, and access via Peterborough Transit.

Any committee representative of the Organization may resign from their position by written communication to the chair of the standing committee before the next scheduled committee meeting.

Vacant committee positions will be advertised to Executives, Directors, and General Membership. As long as the committee maintains quorum, it is not necessary to fill the position during the Academic Year.

If the death of a committee representative occurs, the position becomes vacant.

### **8.3 Protection of Sub-Committee Representatives**

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.



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## Section 9: Notices

### 9.1 Service

Any notice required to be sent to any Member, Executive, or person who has been appointed to conduct a review engagement of the Organization shall be delivered personally, or sent by prepaid mail, facsimile, email or other electronic means to any such Member at the Member's latest address as shown in the records of the Organization; and to such Executive at his or her latest address as shown in the records of the Organization or in the most recent notice or return filed under the *Corporations Information Act*, whichever is the more current; and to the person who has been appointed to conduct a review engagement at its business address; provided always that notice may be waived or the time for giving the notice may be abridged at any time with the consent in writing of the person entitled thereto.

### 9.2 Error or Omission in Giving Notice

The accidental omission to give any notice to any Member, Executive, Director, member of a committee of the Board, or person conducting a review engagement, if any, or the non-receipt of any notice by any such person where the Organization has provided notice in accordance with the By-laws or any error in any notice not affecting its substance shall not invalidate any action taken at any meeting to which the notice pertained or otherwise founded on such notice.

## Section 10: Amendment to the By-Laws and Policies

### 10.1 Policies

These Policies may be updated from time to time by the Vice President of Internal Affairs (Treasurer) to reflect changes in positions and/or organizational titles, sub-committee composition, dates, or typographical errors. New Policies may only be adopted by a two-thirds vote of the Board at a Board Meeting or Special Board Meeting.

In extenuating circumstances, the Executive shall be granted emergency powers to adopt Policies.

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 By-law **Section 4.10**.

Existing Policies of the Organization may be amended by a simple majority vote of the Board.

In extenuating circumstances, the Executive shall be granted emergency powers to amend Policies.



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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 By-law **Section 4.10**.

### 10.2 Updating By-Laws

These By-Laws may be updated from time to time by the Vice President of Internal Affairs (Treasurer) to reflect changes in positions and/or organizational titles, sub-committee composition, dates, financial values, or typographical errors. New By-laws and significant By-law amendments may only be adopted by a majority vote of the Voting Body at a General Meeting or Special General Meeting.

In extenuating circumstances, the Executive shall be granted emergency powers to adopt By-Laws.

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 By-law **Section 4.10**.

### 10.3 Member Proposed

Any Full Member may propose an amendment to the By-laws or Policies. Proposed amendments must be delivered to the Vice President of Senate in writing at least 30 days prior to the date of the next General Meeting where voting shall occur.

### 10.4 Adoption of Amended By-Laws

Amendments to these By-laws and Policies shall be ratified by the Voting Body at a General Meeting upon quorum of five percent (5%) of the total Membership, or by Referendum.

Any Full Members may have a vote on Constitutional Amendments.

Any by-law passed, amended, or repealed is effective from the date of the resolution, unless otherwise stated when the amendment is proposed, by the Directors so long the by-law, amendment, or repeal is submitted to the Members at the next meeting of the Members where the Members may by resolution confirm, reject, or amend the by-law, amendment, or repeal. The by-law, amendment, or repeal confirmed or confirmed as amended by the Members remains effective in the form in which it was confirmed. The by-law, amendment, or repeal ceases to have effect if it is not submitted by the Directors to the Members at the next meeting of the Members.

## Section 11: Referenda

### 11.1 General



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Decisions that would significantly affect the Organization's General Membership, the finances of the Organization's General Membership, the functions or objectives of the Organization, and the Organization By-laws or the By-laws of a group run under the auspices and authority of the Organization must be ratified by a referendum vote. Members may decide to campaign for a position in consideration of a referendum and must do so in a manner that conforms to **Section 5: Referenda** in the Policies.

### 11.2 Binding

Any decision made by referendum shall be binding for at least one (1) Academic Year.

## Section 12: Conflict of Interest

### 12.1 Conflict of Interest

An Executive who is a party to a material contract or transaction or proposed material contract or transaction with the Organization or is a Executive or Director of, or has a material interest in, any person who is a party to a material contract or transaction or proposed material contract or transaction with the Organization shall make the disclosure required by the *Act*. Except as provided by the *Act*, no such Executive shall attend any part of a meeting of Executives during which the contract or transaction is discussed or vote on any resolution to approve any such contract or transaction.

## Section 13: Financial

### 13.1 Financial Year

The financial year of the Organization ends on April 30<sup>th</sup> in each year or on such other date as the Board may from time to time by resolution determine.

### 13.2 Banking

The Board shall by resolution from time to time designate the bank in which the money, bonds, or other securities of the Organization shall be placed for safekeeping.

### 13.3 Membership Dues

The Directors may require Members to pay annual dues and may determine the manner in which the dues are to be paid to the Organization and shall become the moneys of the Organization to be spent on the operations in accordance with the Articles, the *Act*, and By-laws.

The Membership Dues set in a By-law passed in accordance with the By-law herein shall increase each year by a rate of three percent (3%) or the Consumer Price Index as determined by Statistics Canada in the calendar year prior to the school year in which the fees are being calculated, whichever is lesser. This increase shall occur automatically, without the need to pass an additional by-law.



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The Organization may introduce essential ancillary fees to be paid by the Membership in accordance with government regulations and policies, such as the Government of Ontario Tuition Fee Framework and Ancillary Fee Guidelines, with a majority vote of the Board at a Board Meeting or Special Board Meeting. Implementation of new ancillary fees will come into effect the semester following Board approval.

The Organization may enter into an agreement with the University whereby the University shall collect the Membership Dues from recognized members together with the University ancillary fee payments and remit the annual Membership Dues to the Organization in a manner satisfactory to the agreement. Membership within the Association shall cease at the end of the academic year.

#### **13.4 Signing Authority Designation**

Deeds, transfers, assignments, contracts, obligations, and other instruments in writing requiring approval by the Organization may be signed by at least two of its designated signing authorities. The following positions will be considered designated signing authorities for the purposes of all financial transactions or instruments: President (Chair) and any Executives in the Organization [Vice President of Student Affairs (Secretary), Vice President of Internal Affairs (Treasurer), Vice President of Senate]. If necessary, the board of Executives may from time to time designate by majority vote a proxy signing officer. Any designated signing authority may certify a copy of any instrument, resolution, By-law, or other document of the Organization to be a true copy thereof.

The corporate seal of the Organization 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.

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 Organization and to sign and execute (under the corporate seal of the Organization 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.

#### **13.5 Organization Endowment Withdrawals**

The Organization is permitted to allocate up to three percent (3%) of the value of the Organization endowment account in the annual budget. This will be calculated as three percent (3%) of the value of the endowment as of the market close on the most recent trading day immediately preceding the beginning of the fiscal year.

#### **13.6 Appointment of Financial Reviewer**



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At an annual meeting of the Members, the Members of the Organization shall by resolution appoint a reviewer (incumbent) to hold office until the close of the next annual meeting of the Members in accordance with the *Acts*. If a reviewer is not appointed at an annual meeting of the Members and if no resolution is passed, the incumbent continues in office until a successor is appointed. The remuneration of the incumbent shall be approved by resolution of the Board.

### 13.7 Annual Financial

The Organization will have annual financial statements prepared and reviewed/audited as necessary in accordance with the relevant *Acts*. The incumbent reviewer of the Organization shall examine the financial statements as is necessary to enable the incumbent to report on the financial statements, and after conducting a review each year for the previous finances of the Academic Year, the incumbent shall report on the financial statements.

The incumbent may, if they are of the opinion that it is necessary to conduct the audit, review, or preparation of the financial statements of the Organization and to make the report required:

- I. Demand that the present or former Directors, Officers, employees, or agents of the Organization give the incumbent any information and explanations and access, to records, documents, books, accounts, and vouchers of the Organization or of any of its subsidiaries; and
- II. Demand that the Directors of the Organization obtain from the former Directors, Officers, employees, or agents of any subsidiary of the corporation information and explanations that they are reasonably able to give.

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

### 13.8 Approval of Annual Financial Statements

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



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respecting the financial position of the Organization and the results of its operations and by resolution approve these documents.

### 13.9 Remuneration of Directors

The Directors shall serve as such without remuneration and no Director shall directly or indirectly receive any profit from occupying the position of Director provided that Directors may be reimbursed for reasonable expenses they incur in the performance of their Directors' duties;

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

- I. Considered reasonable by the Board;
- II. Approved by the Board for payment by resolution passed before such payment is made; and
- III. In compliance with the conflict-of-interest provisions of the *Act*.

### 13.10 Honorarium for Directors

The Directors shall serve as such without remuneration and no Director shall directly or indirectly receive any profit from occupying the position of Director, though shall by a resolution of the Directors, receive an honorarium in an amount decided by resolution of the Directors to be paid at the end of each month provided a Monthly Report and/or a Transition Document is provided and the Directors are engaging in the affairs of the Organization in accordance with the Articles and By-laws in a manner as demonstrated to the other Directors.

If the appropriate document(s), either the Monthly Reports and/or a Transition Document, is not received or deemed to be unsatisfactory by the Executive, the Director will be denied their honorarium until a satisfactory document(s) is produced.

The final honoraria payment will not be paid to outgoing Directors if they fail to provide satisfactory Transition Documents or fail to meet with the incoming Executive and Commissioners within the first thirty (30) days of the transition period beginning on February 28<sup>th</sup>.

The amounts of the honoraria are subject to ratification as part of the Organizations budget.

### 13.11 Deficit Budget and/or Finances

The Organization shall not be permitted to run a deficit budget or accumulate a deficit in its finances. Only in the event of a foreseeing deficit occurring within the fiscal year, or cash reserves are below desired amount listed in the Policies, money within the endowment can be withdrawn.

## Section 14: Dissolution





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Upon dissolution of the Organization, 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 School of Graduate Studies in the form of an endowment to directly benefit graduate students of the University.

Dissolution can only occur if decided by Referendum in accordance with **Section 11: Referenda**. The Executive shall have forty-two (42) days to complete dissolution from the date of the Referendum.



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## Section 1: Business Conduct at Meetings

These Policies are intended to direct the activities of the Organization and all groups under its auspices.

### 1.1 Board Meeting and Special Board Meeting Business

The Organization shall undertake the following procedure outlined below when calling a meeting of the Board of Directors:

- I. It is recommended that the Board shall meet once per month during the Academic Year on a day and time that is amenable to as many of the Director's schedules as possible. The Executive must be available to attend the Board meeting at the agreed upon time. 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.
- II. Board meetings are open to the Members of the Organization and members outside of the Organization, although those outside of the Organization may not address or participate in the meeting. Observers are expected to behave with decorum and not interrupt the meeting proceedings.
- III. The meeting day and time will remain consistent for at least the duration of each semester of the academic year (i.e., Summer, Fall, Winter) unless otherwise stated by a member of the Executive at least seven (7) days prior to the convening of the Board, at which time an alternative day and time for the Board meeting will be proposed.

### 1.2 Location

Meetings of the Board of Directors shall be held in accessible locations that include mobility-impaired accessibility, gender neutral accessibility, and access vis Peterborough Transit. All Board meetings held in-person will provide a hybrid option for attending the meeting.

### 1.3 Length of Meetings

Meetings of the Board of Directors will last for a maximum for two (2) hours in length. If the agenda has not been completed by this time, the Board may extend the meeting by one (1) hour through a simple majority vote.

### 1.4 Records of Meetings

- I. The Organization shall make records of meetings available in the form of minutes which must be approved by the Board of Directors prior to being released. The secretary chosen to record the meeting minutes will be determined before the Board meeting, with the secretary rotating through the Directors during the Academic Year.
- II. Meeting minutes will be made available on the Organization's website not more than seven (7) days following the Board meeting.
- III. Recordings of meetings made by the Association shall only be used to produce minutes. Organization recordings will be disposed of in a timely manner once the minutes have been produced.



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- IV. Recording a meeting by a member of the Organization is permitted provided that the assembly has consented to being recorded.

### **1.5 Board Meeting Agenda and Business**

- I. The call for agenda materials will be sent out by an Executive seven (7) days prior to the date of the meetings.
- II. Notice of stating the date, hour, location, and general nature of business to occur at the Board Meeting must be advertised at least forty-eight (48) hours in advance in the form of an agenda with supporting meeting materials on the Organization's website.

### **1.6 Special Board Meeting Agenda and Business**

Special Board Meetings may be called by the Executive and any two (2) Directors.

- I. The call for agenda materials will be sent out by the Executive five (5) days prior to the date of the meeting.
- II. Notice of stating the date, hour, location, and general nature of business to occur at the Special Board Meeting must be advertised at least forty-eight (48) hours in advance in the form of an agenda with supporting meeting materials on the Organization's website.

### **1.7 Quorum**

Quorum for Board Meetings shall include the Chair plus fifty percent (50%) of the Board Members. If quorum is not met within fifteen (15) minutes of the scheduled start-time the meeting may be rescheduled. Directors are expected to attend all Board Meetings and Special Board Meetings, otherwise it is expected that regrets are sent prior to the meeting if they cannot attend a meeting in pursuant to Section (about impeachment) of the By-laws.

### **1.8 Chair**

The President shall normally chair all Board Meetings and Special Board Meetings but may appoint another Executive Officer in their place.

### **1.9 Voting in Board Meetings and Special Board Meetings**

- I. Only Executive Officers and Board Members shall have the right to vote in all Board Meetings and Special Board Meetings.
- II. 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.
- III. 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.
- IV. Motions that can be voted on online may only be operational nature.



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- V. 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.
- VI. Online voting must be held according to the rules of the Organization.
- VII. Online voting will be open for seven (7) days.

#### **1.10 Executive Meeting and Special Executive Meeting Business**

The Organization shall undertake the following procedure outlined below when calling a meeting of the Executive:

- I. 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.
- II. The Executive shall meet at least twice a month during the Academic Year, once in the meeting of the Board of Directors and once in a closed Executive Meeting. It is recommended that the day and time of the meeting corresponds with the established Board of Director meetings times.
- III. Only the Executive shall have the right to speak in all Executive Meetings and Special Executive Meetings.
- IV. Executive Officers are expected to attend all Executive Meetings and Special Executive Meetings, otherwise it is expected that regrets are sent prior to the meeting if they cannot attend a meeting in pursuant to **Section 4.10** of the By-laws. Attendance by proxy is not permitted.

#### **1.11 Executive Meeting and Special Executive Meeting Agenda and Business**

- I. The call for agenda materials will be sent out to the Executive three (3) days prior to the date of the meetings.
- II. Notice of stating the date, hour, location, and general nature of business to occur at the Executive Meeting must be advertised at least twenty-four (24) hours in advance in the form of an agenda with supporting meeting materials sent out through email by the Executive.
- III. Special Executive Meetings shall occur upon the request of two (2) Executives and follow the same procedure as stated above.

#### **1.12 Voting in Executive Meetings and Special Executive Meetings**

- I. Only the Executive shall have the right to vote in all Executive Meetings and Special Executive Meetings.
- II. 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.
- III. 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.
- IV. Motions that can be voted on online may only be operational nature.



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- V. 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.
- VI. Online voting must be held according to the rules of the Organization.
- VII. Online voting will be open for seven (7) days.

### 1.13 General Meeting Business

#### The following business shall be conducted at the Fall General Meeting:

The General Membership shall discuss and vote on any motions. The General Membership shall discuss and vote on any amendments to the By-laws and Policies, as well any Referenda, in accordance with **Section 11** within the By-laws.

The Executives and Commissioners will provide short reports on their activities up to that point.

- I. The Arts Graduate Program Representatives and the Science Graduate Program Representatives may not yet be elected and are excused from providing reports.

The Vice President of Internal Affairs (Treasurer) shall present a budget from the previous Academic Year and will present a proposed budget for the current Academic Year. Any Organization committees or committees run under the authority and auspices of the Organization with budgets shall present a breakdown of their annual expenses as a part of the overall budget of the Organization.

The President (Chair) will introduce the nominated candidates running for the Science Graduate Program Representatives and Arts Graduate Program Representatives. If time allows, each candidate may give a short two (2) minute speech. The Vice President of Student Affairs (Secretary) will time the speeches. Voting will occur following these speeches in accordance with **Section 6.6** within the By-laws and **Section 1.9** within these Policies, whichever may apply.

The Vice President of Student Affairs (Secretary) shall discuss upcoming social events for the rest of the Academic Year and take any suggestions from the General Membership.

#### The following business shall be conducted at the Winter General Meeting:

The General Membership shall vote on any amendments to the By-laws and Policies. The General Membership shall vote on any Referenda. The General Membership shall vote on any Motions.

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.

The Executives 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.

The Arts Graduate Program Representatives and Science Graduate Program Representatives will provide reports if they desire or have not submitted a report to any previous meeting. Any Organization 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.



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The Vice President of Internal Affairs (Treasurer) shall provide a summary of the finances from the Academic Year and a proposed budget for the new Vice President of Internal Affairs (Treasurer) and the coming academic year.

The Vice President of Student Affairs (Secretary) shall discuss suggested summer social events for the continuing Vice President of Student Affairs (Secretary) and take any suggestions from the General Membership.

The President (Chair) shall present the electoral candidates and open the elections. If time allows, each candidate may give a short two (2) minute speech. The Vice President of Internal Affairs (Treasurer) will time the speeches. Voting will occur following these speeches in accordance with **Section 6.6** within the By-laws and **Section 1.9** within these Policies, whichever may apply.

## Section 2: Board Portfolios and Elections

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.

### 2.1 Portfolio Duties of the Executives

#### 2.1.1 President (Chair)

The duties of the President (Chair) shall be:

- I. To ensure that the responsibilities of each Executive position portfolio and Director portfolio are being met;
- II. To ensure all requirements and necessary documentation regarding the Not-for-Profit Incorporation of the Organization remains in good standing;
- III. To educate the incoming Directors and ensure their familiarity with Bourinot's Rules of Order through a presentation and/or information packet at the time of their on-boarding;
- IV. To ensure that Directors receives Positive Space training, Accessibility for Ontarians with Disabilities Act (AODA) training, Anti-Oppression Training at the start of their terms;
- V. To represent the Organization at the Presidents' Group Meetings;
- VI. To serve as an Official Guest on the Board of Governors;
- VII. Overseeing the Discipline and Impeachment process;
- VIII. To represent the Organization and Membership on the Graduate Studies Committee, Research Policy Committee, Research Ethics Board, at Levy Council Meetings, Student Leaders Meetings, on CASSC, and on the Colleges and Athletics Advisory CASSC subcommittees;
- IX. To be proxy for the Vice President of Senate on Senate when required;
- X. To attend meetings with various University Administration personnel, as needed;
- XI. To attend meetings with other Student Unions across Ontario, as requested;
- XII. To attend the Canadian Association of Graduate Studies (CAGS) conference with SGS;
- XIII. To report regularly to the Board on issues relevant to its governance responsibilities;



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- XIV. To review and possess a copy of all Memorandums of Understanding that the Organization may enter into for articles that contradict the By-laws and Policies;
- XV. To set a high standard for Board conduct and enforce policies and By-laws concerning the Directors conduct;
- XVI. To educate and ensure the By-laws and Policies are followed by the Executives, the Board, and the General Membership;
- XVII. To oversee referenda;
- XVIII. To assist in the proceedings of elections;
- XIX. To maintain the contact database list of the Organization;
- XX. To serve as the public face of the Organization when dealing with media; and
- XXI. To maintain their respective Portfolio Folder in the Organization’s Google Drive database and organize the documents therein.

**2.1.2 Vice President of Student Affairs (Secretary)**

The duties of the Vice President Student Affairs (Secretary) shall be:

- I. To act as a scribe for all General Meetings, Special General Meetings, Executive Meetings, and Special Executive Meetings in preparing and circulating of the agenda and previous meeting minutes and taking meeting minutes;
- II. To assist in the preparing and circulating of the agenda and previous meeting minutes for Board Meetings and Special Board Meetings when not responsible when taking meeting minutes;
- III. To pick up and distribute any mail the Organization may receive as appropriate;
- IV. To oversee the compiling and circulation of the Organization newsletter;
- V. To oversee the maintenance of the Organization website and all other Organization social media accounts and the information wherein;
- VI. To post the approved Board Meeting, Special Board Meeting, General Meeting, and any Special General Meeting minutes on the website;
- VII. To send and receive emails from the vpcommunicationstgsa@trentu.ca email as appropriate;
- VIII. 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;
- IX. To collaborate with University Departments for the dissemination of information to notify the General Membership of the ratified budget, an upcoming event, meeting, or otherwise important notices when appropriate;
- X. To prepare, if necessary, the orientation packages for incoming graduate students in collaboration with SGS for distribution and circulation to ensure the promotion of the Organization at the University;
- XI. To develop a program of monthly social events from September through April and one (1) social event shall occur in July including an event for Orientation Week in September, a holiday event in December, and year-end event in April, in accordance with the constraints within the budget ratified by the General Membership;
- XII. To coordinate an orientation for incoming graduate students in cooperation with the SGS and make presentations about the Organization where possible;





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- XIII. 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 an event at Trent University Durham campus with the Durham Representative;
- XIV. 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;
- XV. 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;
- XVI. 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;
- XVII. To sit on the Library Advisory Committee, Orientation CASSC subcommittee, Student Wellness CASSC subcommittee, and Convocation CASSC subcommittee; and
- XVIII. To maintain their respective Portfolio Folder in the Organization Google Drive database and organize the documents therein.

#### 2.1.4 Vice President of Internal Affairs (Treasurer)

The duties of the Vice President Internal Affairs (Treasurer) shall be:

- I. To care for the Organization bank account debit card and cheques;
- II. To keep all accounting books in accordance with the budget ratified by the Voting Body at the Fall General Meeting;
- III. To reconcile all Organization bank accounts on a monthly basis recording all revenues and expenses accordingly;
- IV. To receive all monies due to the Organization, including dues collected from graduate student by the SGS, and other sources such as donors;
- V. To ensure the insurance policy is current and in effect;
- VI. 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;
- VII. To present all other budgets as necessary at the Fall and Winter General Meetings;
- VIII. To provide the details of the ratified budget to the Vice President of Student Affairs (Secretary) for advertisement on the website, social media, and through an email to the General Membership seven (7) days after ratification;
- IX. To submit a fiscal year-end report to SGS at the end of April before the end of their tenure;
- X. To be responsible for compiling and submitting an Annual Summary to Corporations Canada in the Winter Term;
- XI. To ensure a reviewer examines the accounting records and the financial statements of the Organization in the Fall semester and to ensure the financial reports are presented to the Board and the General Membership at the Fall General Meeting for approval at both;



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- XII. To make a record of the individual amounts paid out in TGSA Academic Development Bursaries and TGSA Financial Support Bursaries, free of any personal and private information to be publicly released to the General Membership at the end of the Academic Year;
- XIII. To present a categorized, updated budget breakdown to the Executives or the Board as necessary upon request by the Executives or the Board;
- XIV. To facilitate a consistent and transparent election process;
- XV. To sit on the Academic Planning and Budget Committee, the Careers and Experiential Learning Committee, the Special Appeals Committee, and the Distinguished Research Award Committee; and
- XVI. To maintain their respective Portfolio Folder in the Organizations Google Drive database and organize the documents therein.

### 2.1.6 Vice President of Senate

The duties of the Vice President of Senate shall be:

- I. To representing the Organization at Senate, Senate Executive meetings, and all other Senate committees including the Research Grants Committees, Teaching and Learning Advisory Committee, Teaching Awards Committee, and Cyclical Program Review Committee as appointed or needed and to relay relevant information back to the Executives and the Board;
- II. To provide information to the Board about the Senate and how to bring proposals or ideas to Senate;
- III. To instruct all graduate students that serve on committees, including the Executives 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 Vice President of Senate for review, submitting reports on important committee updates to Board Meetings as requested by the Vice President of Senate 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 **Section** within the Policies);
- IV. To serve on the Graduate Studies Senate Subcommittee (with a second graduate student permitted that student is in a different degree designation to represent both Masters and PhD level student) and Student Senate Caucus;
- V. To oversee and organize graduate student representation on Organization 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 Listserv, on social media, and through collaborative communications with University departments beginning in September continuing until the positions are filled;
- VI. To compile and maintain a list of all committees to be updated annually;
- VII. To compile and maintain a list of all graduate students serving on committees to be updated as necessary;
- VIII. To direct the commissioners to sit on vacant committees as required indefinitely or until the position can be filled;



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- IX. 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 provide this information to the Board;
- X. To receive all General Membership grievances, complaints, or issues in regard to graduate student treatment at the department or at the University 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;
- XI. To educate and ensure the By-laws and Policies are followed by the Executives, the Board, and the General Membership;
- XII. To organize the submitted committee notes in the Organizations Google Drive; and
- XIII. To maintain their respective Portfolio Folder in the Organizations Google Drive database and organize the documents therein.

**2.2 Portfolio Duties of the Canadian Union of Public Employees (CUPE) 3908, Commissioners, and Representatives**

**2.2.1 CUPE 3908 Representative**

The duties of the CUPE 3980 Representative shall be:

- I. To be part of the Organizations General Membership;
- II. To serving as a liaison between CUPE 3908 Unit 2 and the Organization in conveying information between the two bodies that is relevant to graduate students in their dual role as employees and students of the University;
- III. To help the Organization access CUPE funds for research projects, social events, or emergency funds;
- IV. To advertise CUPE 3908 bursaries to graduate students at Board meetings and by sending information the Vice President of Student Affairs (Secretary) to advertise via the Grad Listserv; and
- V. To maintain their respective Portfolio Folder in the Organizations Google Drive database and organize the documents therein.

**2.2.3 Arts Graduate Program Representatives**

The duties of the Arts Graduate Program Representative shall be:

- I. To represent the interest of arts graduate students to the Organization;
- II. 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;
- III. To provide information and guidance related to the Health and Dental Benefits Plan and the University Health Insurance Plan (UHIP) for students;
- IV. To promote the Organization in their departments;
- V. To sit on vacant committees as requested by the Vice President of Senate indefinitely or until the position can be filled;
- VI. To maintain their respective Portfolio Folder in the Organizations Google Drive database and organize the documents therein; and



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- VII. The Arts Graduate Program Representatives shall be Full Members enrolled in one of the following graduate programs at Trent University:
- M.A. Applied Modelling and Quantitative Methods;
  - M.A. Anthropology;
  - M.A. Canadian Studies and Indigenous Studies;
  - M.A./Ph.D. Cultural Studies;
  - M.A. English (Public Texts);
  - M.A. History;
  - M.A. Sustainability Studies;
  - M.Ed. Educational Studies;
  - M.MGT. Management;
  - Ph.D. Canadian Studies;
  - Ph.D. Indigenous Studies;
  - Ph.D. Interdisciplinary Studies.

#### 2.2.4 Science Graduate Student Representative

The duties of the Science Representative shall be:

- I. To represent the interest of science graduate students to the Organization;
- II. 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;
- III. To provide information and guidance related to the Health and Dental Benefits Plan and the University Health Insurance Plan (UHIP) for students;
- IV. To promote the Organization in their departments;
- V. To sit on vacant committee as requested by the Vice President of Senate indefinitely or until the position is filled;
- VI. To maintain their respective Portfolio Folder in the Organizations Google Drive database and organize thee document therein; and

The Science Representative shall be a Full Member enrolled in one of the following graduate programs at Trent University:

- M.Sc. Applied Modelling and Quantitative Methods;
- M.Sc. Bioenvironmental Monitoring and Assessment;
- M.Sc./Ph.D. Environmental and Life Sciences;
- M.Sc./Ph.D. Materials Science;
- M.Sc./Ph.D. Psychology;
- M.Sc.N Nursing;
- M.ICA. Instrumental Chemical Analysis;
- M.Sc. Big Data Analytics;
- M.Sc. Financial Analytics;
- M.Sc.F.S Forensic Science

#### 2.2.5 Environmental Commissioner

The duties of the Environmental Commissioner shall be:



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- I. To ensure the By-laws and Policies and events are sustainable;
- II. To be familiar with The University’s Environment and Sustainability Policy and provide relevant information to the Board;
- III. To liaison with The University’s Sustainability Office;
- IV. To connect with student and non-student organizations both on and off The University campus whose activities pertain to the environment or sustainability;
- V. To promote environmental or sustainable events to the General Membership via the Vice President of Student Affairs (Secretary) and the Grad Listserv and social media;
- VI. To help organize an environmental or sustainable event with the Vice President of Student Affairs (Secretary);
- VII. To serve on the Environmental Advisory Board (EAB) Committee, Facilities and Grounds Committee, Nature Areas Stewardship Committee, Campus Fair Trade Steering CASSC subcommittee, and Food Services Advisory CASSC subcommittee and its working groups; and
- VIII. To maintain their respective Portfolio Folder in the Organization Google Drive database and organize the documents therein.

**2.2.6 Equity Commissioner**

The duties of the Equity Commissioner shall be:

- I. To identify as a member of one of the five equity-seeking groups recognized by Ontario: women, racialized groups, people with disabilities, Aboriginal persons, or LGBTQ2S+ persons;
- II. To ensure the Organization By-laws and Policies and events are equitable;
- III. To ensure the Organization abides by the Accessibility for Ontarians with Disabilities Act (AODA) and Human Rights Code in its activities;
- IV. To be familiar with The University’s Discrimination and Harassment Policy, the Accessibility Policy, and The Sexual Violence Policy and provide the relevant information to the Board;
- V. To consult with the Vice President of Student Affairs (Secretary) when dealing with General Membership grievances related to equity;
- VI. To connect with student and non-student organizations both on and off the University campus whose activities pertain to equity;
- VII. To promote equity events to the General Membership via the Vice President of Student Affairs (Secretary) and the Grad Listserv and social media;
- VIII. To help organize an equity focused event with the Vice President of Student Affairs (Secretary);
- IX. To liaison with the University’s Centre for Human Rights, Equity, & Accessibility;
- X. To serve on The Presidential Advisory Council on Human Rights, Equity and Accessibility (PACHREA), Committee on Indigenous Education (CIE), Animal Care Committee, and the Religious Affairs CASSC Task Subcommittee;
- XI. To maintain their respective Portfolio Folder in the Organizations Google Drive database and organize the document therein.

**2.2.8 International Student Representative Commissioner**



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The duties of International Student Representative Commissioner shall be:

To identify issues pertaining to International Students;

- I. To represent the interest of International Students in the Organization;
- II. To be familiar with the University Health Insurance Plan (UHIP) and to help educate International Students and answer questions about this plan;
- III. To consult with Trent International regarding student issues regarding UHIP and the UHIP Health and Dental Benefits Plan;
- IV. To advertise the CUPE 3908 UHIP reimbursement that international students can apply for through social media and the Grad Listserv via the Vice President of Student Affairs (Secretary) in association with the CUPE 3908 Representative;
- V. To consult with the Vice President of Student Affairs (Secretary) when dealing with General Membership grievances related to international students;
- VI. To be familiar with the Trent International department at the University, the resources it provides to international students, and its events;
- VII. To advertise Trent International programs, services, and events through social media and the Grad Listserv via the Vice President of Student Affairs (Secretary);
- VIII. To advertise scholarships and bursaries that International Students can apply for through social media and the Grad Listserv via the Vice President of Student Affairs (Secretary);
- IX. To help organize an International Student focused event with the Vice President of Student Affairs (Secretary); and
- X. To maintain their respective Portfolio Folder in the Organizations Google Drive database and organize the documents therein.

### 2.2.9 Trent Durham Representative

The duties of the Trent Durham Representative shall be:

- I. To represent the interest of graduate students studying at Trent University's Durham campus to the Organization;
- II. 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;
- III. To be familiar with the University's Health and Safety Policy and to help educate first year students and answer questions about this policy;
- IV. To promote the Organization at the Trent University Durham campus;
- V. To aide in the formation of a student society for programs or interest groups based at Durham where none exists;
- VI. To sit on vacant committees as requested by the Vice President of Senate indefinitely or until the position can be filled; and
- VII. To maintain their respective Portfolio Folder in the Organizations Google Drive database and organize the documents therein.

### 2.3 Nomination Eligibility



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Only full members of the Organization 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.

Any candidates for the positions of President or Vice President of Internal Affairs (Treasurer) must demonstrate that they have not been involved in any fraudulent or manhandling of monies.

## 2.4 Elections

The nomination period for the Fall General Meeting shall open as early as August and shall be open no later than fourteen (14) days before the elections to be held at the Fall General Meeting date. Nominations shall close prior to the dissemination of voting ballots following no less than twenty-four (24) hours the Fall General Meeting. The nomination period for the Winter General Meeting shall open as early as February and shall be open no later than fourteen (14) days before the elections to be held at the Winter General Meeting date. Nominations shall close prior to the dissemination of voting ballots following no less than twenty-four (24) hours the Winter General Meeting.

### 2.4.1 Candidate Eligibility

Candidates must be Full Members.

Candidates for the International Student Representative Commissioner must be an International Student at the time of their appointment.

### 2.4.2 Nomination of Candidates

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 Organizations, the President (Chair), and the Vice President of Internal Affairs (Treasurer). Upon receiving the nomination, the Vice President of Internal Affairs (Treasurer) shall contact the nominee, who must accept or reject their nomination by the end of the nomination period. The nominee must submit a two hundred (200)-word statement that will be made available to the General Membership via social media, the Grad Listserv, and Organization website via the Vice President of Student Affairs (Secretary) upon the closure of the nomination period. Nominated candidates that are not elected to their nominated position shall be asked to fill any vacant Executive or Commissioner positions in accordance with **Section 4.5.1** within the By-laws.

### 2.4.3 Campaigning

Campaigning for Executive and Commissioner positions shall be permitted. Campaigning shall be in accordance with the following:

- I. Campaigning shall be the responsibility of the individual candidates;
- II. Total cost of campaign materials shall not exceed fifty CAD (\$50 CAD) per nominee;
- III. Each campaign shall be limited to forty (40) work hours per candidate;
- IV. All campaign materials shall be sent to the Executive for approval by majority vote and only approved campaign materials shall be used. The Vice President of Internal Affairs



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(Treasurer) will notify the candidate of the Executive's decision in writing. The campaign materials may be altered and resubmitted for approval.

All receipts shall be submitted by the candidate to the Vice President of Internal Affairs (Treasurer) no more than seven (7) days after the date of the General Meeting. A record of hours spent working on campaigning shall be submitted by the candidate to the Vice President of Internal Affairs (Treasurer) no more than seven (7) 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. Failure to submit a record of hours worked or working more than forty (40) hours on their campaign will result in the candidate being expelled from the election. Use of non-approved campaign materials will result in the candidate being expelled from the election.

#### 2.4.4 Election Procedure

The outgoing Vice President of Internal Affairs (Treasurer) shall oversee all elections for the Executives and the Commissioners, as long as they are not a candidate. If the outgoing Vice President of Internal Affairs (Treasurer) is a candidate, another outgoing Executive who is also not a candidate for the elections shall be selected by a majority vote of the Board to act in their stead. The votes, whether physical or digital, shall be tallied by the Vice President of Internal Affairs (Treasurer) in the presence of one (1) scrutineer per candidate. The votes shall be tallied for one (1) position at a time with the Executive positions in no particular order. Quorum shall be five percent (5%) of the Voting Body.

Election voting shall occur with the method predetermined by the Board in accordance with **Section 4.5** within the By-laws. Only the Voting Body may vote on the candidates.

The voting period shall commence after the General Meeting and shall last no more than seven (7) days. Candidates must be elected by a majority vote of the voting body.

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.

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 extenuating circumstances, the Executive shall be granted emergency powers to adopt Policies. Should the Executive use this power; their decision must be ratified by a two-thirds (2/3) vote at the next Board Meeting. Should this vote fail, the Board shall be empowered to discipline or impeach the Executive in accordance with **Section 4.10** within the By-laws.

The positions of the President (Chair), Vice President of Student Affairs (Secretary), and Vice President of Internal Affairs (Treasurer) must be filled during the Winter General Meeting elections.

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





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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 addition to the Arts Graduate Program Representatives and Science Graduate Program Representatives, any vacant Executive or Commissioner positions that has not been filled by the Board in accordance with **Section 4.5** within the By-laws may be elected in accordance with these Policies at the Fall General Meeting.

**2.5 Filling Vacancies**

A vacancy on the Board shall be filled as follows:

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

If required, the President shall delegate the unfilled Board position(s) for as long as they are unfilled.

**Section 3: Finances**

**3.1 General Finances**

The financial operations of the Organization will be run in accordance with **Section 13: Financial** within the By-laws. The activities of the Organization are funded from dues collected from student fees by the SGS on behalf of the Organization (a full breakdown of dues and fees is included on the SGS and Organization website). The expenses of the Organization 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 the Policy. The dues collected are to be used in the spirit of the Organization for the benefit of the General Membership.

Organization dues for one-term of full-time graduate studies at Trent University Peterborough and Trent University Durham is \$34.97. Organization dues for one-term of part-time graduate studies at Trent Peterborough is \$17.49 CAD. Organization dues for one Academic Year of full-time graduate studies online is \$104.91 CAD and part-time graduate studies online is \$52.46 CAD (\$34.97 and \$17.49 for one-term, respectively). Organization dues for one Academic Year of full-time course-based graduate studies is \$104.91 CAD and part-time course-based graduate studies is \$52.346 CAD (\$34.97 and \$17.49 for one-term, respectively). Increases to the dues beyond the Consumer Price Index in accordance with **Section 13.3** can only be enacted by a referendum in accordance with **Section 11** within the By-laws.

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The Organization shall receive one-third (1/3) of their dues from the SGS three (3) times a year in the Fall, Winter, and Spring semesters. Any delay or failure of the SGS to provide the fees in a timely manner must be addressed accordingly.

### 3.2 Organization Budgets

The budgets shall be structured according to the following:

- I. The Organization levy shall include the following items: social events (including the December Holiday event, April year-end event, Orientation Week, one (1) summer event, and other small socials), operating costs (including communications, office supplies, and regular incidentals), Executive honoraria, and Commissioner honoraria; TGSA Financial Support Bursaries, TGSA Academic Development Bursaries, Capital Reserve, insurance, staffing;
- II. The Organization may include a line item to indicate revenue from the Organization Endowment funds not exceeding three percent (3%) of the Organization Endowment to be added to the budget for the Academic Year;
- III. Funds up to amount of three thousand CAD (\$3,000.00 CAD) may be transferred from one budget category to another as deemed necessary upon a majority vote of the Executive. Any budgetary changes from three thousand-five thousand CAD (\$3,000.00 - \$5,000.00 CAD) 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;
- IV. At least two and half percent (2.5%) of the annual dues shall be dedicated into a capital reserve coming from funds in the Organizations Student Support Fee Budget and shall appear as a regular line item in the yearly budget until the reserve reaches forty thousand CAD (\$40,000 CAD) and funds will only be added to the capital reserve to as necessary to maintain forty thousand CAD (\$40,000 CAD);
- V. If necessary, funds from the capital reserve may be used in the legal defense of the Organization;
- VI. All surplus funds at the end of the Academic Year shall be equally divided for investment into the Bursary funds and Endowment funds each year to be used for the following Academic Year; and
- VII. The amount in the capital reserve shall be a separate line item in the yearly budget for information.

The Organization shall maintain enough capital reserve funds to protect its financial viability for a minimum of one (1) 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.

In the event of budget cut, priority should be given to maintaining the following line items: Executive honoraria, Commissioner honoraria, TGSA Financial Support Bursaries, and TGSA Academic Development Bursaries.

The capital reserve may be used in an emergency scenario to help or maintain the basic functions of the Organization. Emergency use of the capital reserve can only be done upon majority vote of the Board. In



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the event that membership fees are inadequate for basic functions, it is recommended that the Organization solicit donations and apply for grants.

Official records must be kept of all transactions, with original receipts. Physical transactions records will be kept in the filing cabinet in the Organization office and digital transaction records will be kept in the Organization Google Drive. A financial statement outlining the receipts and expenditures from the past Academic Years shall be compiled and kept. This report will be made available to the General Membership on the Organization website. An end-of-year financial report shall be prepared and submitted to the SGS in May.

### 3.3 Honoraria for Executives and Commissioners

The purpose of the honorarium is to provide acknowledgment for work carried out by Executives and Commissioners in fulfillment of their duties. Executive and Commissioner positions shall be paid an honorarium of the amount approved by the Voting Body at the Fall General Meeting presented in the budget. The honorarium will be equally divided in monthly stipends. Positions that receive an honorarium are listed below:

Executives:

- I. President (Chair)
- II. Vice President of Internal Affairs (Treasurer)
- III. Vice President of Student Affairs (Secretary)
- IV. Vice President of Senate

Commissioners:

- I. Equity Commissioner
- II. Environmental Commissioner
- III. International Student Representative Commissioner

Representatives:

- I. Trent Durham Representative
- II. Arts Graduate Student Representative
- III. Science Graduate Student Representative

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 three thousand CAD (\$3,000 CAD). The current value of each Commissioners honorarium is one thousand CAD (\$1,000 CAD). The current value of Representative honorarium is four hundred CAD (\$400 CAD) not inclusive of the CUPE Representative. The granting of each honorarium is conditional upon the fulfillment of **Section 4.6** and **Section 13.10** within the By-laws and:

- I. The Executives or Commissioners is not undergoing discipline or impeachment in accordance with **Section 4.10** within the By-laws;



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- II. The fulfillment of **Section 2.1** and **Section 2.2** within the Polices for Executives and Commissioners respectively;
- III. The submission of a Monthly Report for Board meetings and/or the Transition Document; and
- IV. Receiving remuneration from non-Organization sources equal or greater to their honorarium.

Additional honoraria may be given to individual(s) within the General Membership. If a person within the General Membership has made substantial contributions to the Organization, an Executive or Board Member may nominate them to receive an honorarium of fifty CAD (\$50 CAD) 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 Executives. Individual(s) of the General Membership shall receive their honoraria upon majority vote of the Board. 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.

### 3.4 TGSA Academic Development Bursary

The purpose of the TGSA Academic Development Bursary is to provide support for Members to further their academic development by reimbursing fees not covered by other sources of funding. The fees that may be reimbursed must be related to the academics of the person related but not limited to workshop or conference fees, membership fees in an organization, travel for conferences, and the enrolment of professional and leadership opportunities that will enhance the person's academic development. The TGSA Academic Development Bursary is only available to Full Members.

Limitations: The TGSA Academic Development Bursary will not be granted for the costs of degree or diploma related courses or course requirements (e.g., tuition, textbooks, online access codes). Food is not an eligible expense.

A Full Member can only submit one (1) application per fiscal year. Multiple applications per Full Member may be placed in a queue until the end of the Academic Year. Full Members may be granted a bursary for multiple items, so long as the expenses fall within the appropriate date restrictions for submission together. Full Members shall use the TGSA Academic Development Bursary Application Form found on MyTrent to apply for funding. All bursary applications must be accompanied by all receipts attached to their application and proof of attending the conference. Original paper receipts are expected to be scanned or photocopied, while electronic receipts are accepted only when originals are not issued (e.g., accommodation receipts). If receipts are in currency other than CAD dollars, the Full Member must make a note of the CAD equivalent at the time of payment for the application.

TGSA Academic Development Bursary applications shall be received and reviewed by the Vice President of Internal Affairs (Treasurer) and the SGS. Due to the lack of infrastructure in place at the Organization to validate the status of Full Members, SGS will be responsible for verifying the information in the application and the dissemination of funds. Any applications that require explanation or involve special circumstances shall be investigated by the Vice President of Internal Affairs (Treasurer) and SGS. Only TGSA Academic Development Bursary applications that meet all the requirements as per this Policy shall be considered. The final amount payable shall be ratified by the Signing Officers. All monies reimbursed shall be in CAD. TGSA Academic Development Bursaries shall be distributed once per year in the Winter Semester.



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In some instances, the Executives can discuss about the TGSA Academic Development Bursary applications amongst themselves via in-person or virtual means. 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 Organization cannot guarantee that applicants will be reimbursed the entirety of their claim. TGSA Academic Development Bursary values are subject to change based on the demand in a given period for funding. The total individual amounts paid out in the TGSA Academic Development Bursary shall be made public free of all personal and private information for the General Membership at the end of the Academic Year in the financial review.

### 3.5 TGSA Financial Support Bursary

The purpose of the TGSA Financial Support Bursary is to provide additional 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. The TGSA Financial Support Bursary is meant to supplement already existing emergency programs and not to replace them. To receive emergency financial support through the TGSA Financial Support Bursary individuals must:

- I. Be a full-time or part-time graduate student at Trent University;
- II. Have investigated all other resources including OSAP, bursaries, awards and alternative funding sources;
- III. Have an immediate and unexpected expenses leading to financial hardship, with valid reasons, that they are unable to cover themselves;
- IV. Have eliminated unnecessary expenses from their spending plan; and  
Are a student with domestic or international status currently living in Canada.

TGSA Financial Support Bursary applications shall be received and reviewed by the Vice President of Internal Affairs (Treasurer) and SGS. Full Members shall use the TGSA Academic Development Bursary Application Form found on MyTrent to apply for funding. Any applications that require explanation or involve special circumstances shall be investigated by the Vice President of Internal Affairs (Treasurer) and SGS. Only TGSA Financial Support Bursary applications that meet all the requirements as per this policy shall be considered. The final amount payable shall be ratified by the Signing Officers. 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 Organization cannot guarantee that applicants will be reimbursed the entirety of their claim. TGSA Financial Support Bursary application values are subject to change based on the demand in a given period for funding. 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. The total individual amounts paid out in the TGSA Financial Support Bursary shall be made public free of all personal and private information for the General Membership at the end of the Academic Year in the financial review.

## Section 4: Entertainment and Recreation

### 4.1 General Information



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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. Social events and their budgets shall be submitted for approval by the Vice President of Student Affairs (Secretary) at a Board Meeting at least one (1) month prior to the event. The Vice President of Student Affairs (Secretary) 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 events. 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. The Equity Commissioner must be consulted to make sure a venue is accessible. The Vice President of Student Affairs (Secretary) 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 (See <https://www.trentu.ca/currentstudents/work-lead/event-planning-risk-assessment>).

## Section 5: Referenda

### 5.1 General Information

The Vice President of Internal Affairs (Treasurer) shall oversee the Referendum campaigns and make sure the members of the campaigns understand and follow all Organization By-laws and Policies. 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 Executives. The question may be rewritten by the Full Member(s) until its language is found to be sufficiently different by the Executives. The Executives shall ensure the Referendum question is clearly worded and capable of being answered either “Yes” or “No”. If applicable, the times and durations of referendum shall be included in the wording of the question. Once the question is approved by a vote of the Executives, the Vice President of Internal Affairs (Treasurer) will notify the Full Member(s) that submitted the question of this approval in writing.

A referendum vote will happen in accordance with the following process:

- I. The date of the referendum vote shall coincide with the Fall and/or Winter General Meetings;
- II. In special cases where a referendum must be voted on before the Fall or Winter General Meetings, a Special General Meeting may be called;
- III. The referendum question and any accompanying information shall be sent by both campaigns to the Vice President of Student Affairs (Secretary) to be made available to the General Membership thirty (30) days prior to the voting date. When the case presents itself that the referendum information cannot be circulated thirty (30) days prior to the vote, to remain on the ballot, the information must be circulated no later than seven (7) days prior to the voting date;
- IV. All votes received shall be counted by the Vice President of Internal Affairs (Treasurer) in the presence of at least two (2) scrutineers appointed representative from each campaign;
- V. The Vice President of Student Affairs (Secretary) will send out the referendum question and any accompanying information via the Grad Listserv and post it on the Organization website;
- VI. Voting in referendum 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; and



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- VII. The percentage of “Yes” and “No” votes and the results of the referendum shall be released to the General Membership by the Vice President of Student Affairs (Secretary) via a post on the Organization website and added to the meeting minutes.

In exceptional cases where voting is by secret physical ballot, the following terms shall be met:

- I. Eligible voters shall supply their student card to an Executive, likely the Vice President of Internal Affairs (Treasurer), to be checked against the list of current registered students before voting;
- II. All votes received shall be kept securely in a ballot box until time of tabulation;
- III. All votes received shall be counted by the Vice President of Internal Affairs (Treasurer) in the presence of at least two (2) scrutineers appointed representative from each campaign; and
- IV. Ballots shall be kept in the custody of the Vice President of Internal Affairs (Treasurer) in the locked filing cabinet in the Organization office for two (2) years.

In order to call a referendum vote, the following criteria must first be met:

- I. The referendum question must be submitted to the Executives via the Vice President of Internal Affairs (Treasurer) as soon as it is known; and
- II. Any Full Member(s) may submit a referendum question.

Referendum campaigning shall be permitted. Campaigning shall be in accordance with the following:

- I. Campaigning shall be the responsibility of each “Yes” and “No” campaign;
- II. Any General Member may conduct an official “Yes” or “No” campaign and there may be only one (1) “Yes” and one “No” campaign conducted for each question;
- III. Total cost of campaign materials shall not exceed one hundred CAD (\$100 CAD) per campaign; and
- IV. Both campaigns will send campaign materials to the Executives for approval by majority vote and only approved campaign materials shall be used. The Vice President of Internal Affairs (Treasurer) will notify the campaigns designate of the Executives’ decision in writing. The campaign materials may be altered and resubmitted for approval.

The referendum may only be called by the Organization’s President (Chair) after receiving:

- I. A majority vote by the Board; or
- II. A petition stating the purpose of the Referendum signed by ten percent (10%) of the General Membership (petition form in Appendix 4) presented to the Executives via the Vice President of Internal Affairs (Treasurer).

All receipts shall be submitted by both campaigns to the Vice President of Internal Affairs (Treasurer) no more than seven (7) 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. Use of non-approved campaign materials will result in the referendum question represented by the campaign being expelled.



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The Board may officially take a “Yes” or “No” position on any referendum question, if passed by a majority of votes at a Board Meeting. All members of the Voting Body shall be eligible to vote on Referenda. Quorum requirements for a Referendum shall be five percent (5 %) of the Voting Body.

**Section 6: Change to Seal**

**6.1 General Information**

As per **Section 2.5** within the By-laws, should the Executives deem it necessary, the seals of the Organization may be altered. This necessity will be determined by a majority of votes of the Executives at an Executive Meeting. The Executives will put out a call to the General Membership for proposals for the new seals. The call can be made at any time during the Academic Year and shall be done through the Grad Listserv, and posting on the Organization’s website and social media. The call will be open for sixty (60) days. In the case that none of the General Membership responds to the call, the Executives, with Board approval, may widen the call to include local Peterborough artists and graphic designers.

New seal designs shall be submitted to the Executives via email. New seal designs shall be of high-quality graphic design in a minimum of six hundred-six hundred (600x600) pixels and submitted in .png format. New seal designs shall be vetted by the Executives. Three (3) new seal designs selected by the Executives will be brought before the Board for discussion and approval. New seal designs shall be rejected if they do not meet the minimum pixels or required submission format. The new seal designs will also be rejected if they contain offensive, inequitable, or oppressive language or imagery. Approval of one (1) of the new seals shall be determined by majority vote of the Board. This new seal shall be included in the By-laws and Policies of the Organization and must be ratified before it can be put into use. 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.

**Section 7: Mail Collection**

**7.1 General Information**

The Organization is in possession of two mailboxes including at mailbox #326 in the mailroom (Wallis Hall, Traill College, 310 London St, Peterborough, Ontario). The mail shall be checked on a bi-monthly basis. Two (2) Executives will be in possession of the mailbox keys to collect mail from either mailbox locations.

**Section 8: Code of Conduct and Workplace Ethics**

**8.1 Conflict of Interest**

A conflict of interest may arise if an elected official occupying any position within the Organization that required election by the General Membership uses their role for personal or pecuniary benefit. Any persons suspected of a conflict of interest is subject to **Section 4.10** within the By-laws.





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## 8.2 Confidentiality and Confidential Files

The Organization shall ensure its By-laws and Policies and procedures are in compliance with Personal Information Protection and Electronic Documents Act (PIPEDA), as well as the Personal Health Information Protection Act (PHIPA) of Ontario. The Executive, Equity Commissioner, 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.

In the case where sensitive, personal, or private information is to be released as part of an information gathering project done by the Organization 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.

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.

Confidential files shall be kept in a red file folder in the locked filing cabinet in the registered office to denote their confidentiality. Confidential files must be signed and dated by the Executive responsible for creating the file. Physical confidential files shall be maintained for four (4) years by those taking up the Executive position of the person that originally created the file. Digital confidential files shall be maintained indefinitely by those taking up the Executive position of the person that originally created the file. Should these files be in the Organization's Google Drive they shall not be shared and marked confidential. The Organization shall maintain three (3) types of confidential files:

### I. In-Camera (Private)

Any Executive may request an In-Camera discussion at Executive Meetings and Special Executive Meetings. Any Executive 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. Any record of the discussion shall be placed in an In-Camera file kept in the locked filing cabinet in the registered office. The In-Camera files shall be accessible only to members of the Executives. All Executives and Board Members present during an In-Camera discussion shall be asked to sign any In-Camera minutes in acknowledgement of their confidentiality. In-Camera information shall not be disclosed outside the Executives. Disclosure of In-Camera information shall result in immediate discipline.

### II. Non-documented Information

Any Executive may request that a discussion remain off the record at Executive Meetings or Special Executive Meetings. Such non-documented information shall not be disclosed outside the Executives. Disclosure of non-documented information shall result in immediate discipline.

### III. General Membership Grievances:



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The Vice President of Internal Affairs (Treasurer) shall maintain a file of General Membership Grievances in the locked filing cabinet in the registered office. The General Membership Grievances file shall only be accessible to the Vice President of Internal Affairs (Treasurer) and the President (Chair) unless informed consent is given by the person(s) filing the grievance to bring in another Executive, Commissioner, or CUPE 3980 Representative. Consent shall be obtained in writing or, if writing is not possible, an oral recording. Information contained in a General Membership Grievances file may be disclosed to the person(s) filing the grievance at the discretion of the Vice President of Internal Affairs (Treasurer) and the President (Chair). The person(s) will be updated on their case as updates become available.

Any persons subject to **Section 8** within the Policies found in its contempt shall be subject to immediate discipline and punitive measures. Any person or persons of the General Membership with a complaint and documented evidence of a person or persons' breach of **Section 8** within the Policies (as well as **Section 4.10** within the By-laws) is entitled to have it brought to the Executives they trust to handle their case. The entrusted Executive(s) will bring this case to a Special Executive Meeting that excludes the person(s) found in contempt of **Section 8** within the Policies regardless of their position within the Organization. The meeting shall be held In-Camera.

This case cannot not be efficiently handled anonymously, and informed consent must be obtained by the entrusted Executive from the person(s) of the General Membership with the complaint. In cases where person(s) 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 **Section 8** within the Policies. The entrusted Executive shall present the complaint and documented evidence to those present at the Special Executive Meeting. The person(s) 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.

After all evidence is presented, the Executives shall decide beyond a doubt by majority vote if the person(s) of whom the complaint is against are in contempt of **Section 8** within the Policies (as well as **Section 4.10** within the By-laws). If a tie breaker vote is needed, one (1) Commissioner will be invited to the Special Executive Meeting.

Should person(s) be found in contempt of **Section 8** within the Policies they shall immediately stricken of their elected position and have their remaining 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(s) must be kept of record for the use of future Executives. **Section 4.10** within the By-laws will not be applied in this context due to the importance of maintaining confidentiality and the sensitivity required to handle cases of this nature.

### **8.3 Discrimination, Harassment, and Oppression**

In the conduct of its business and the development of its Policies, the Organization 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



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communities. The Organization 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.

The Organization actively encourages and will endeavour to assist all Board members to undergo Positive Space training, Accessibility for Ontarians with Disabilities Act (AODA) training, and Anti-Oppression Training. The Organization actively encourages and will endeavour to assist all organizations run under the authority and auspices of the Organization to develop anti-harassment and anti-oppression policies. Information regarding policies of any type of harassment, discrimination, accessibility, human rights, equity, and any other relevant documents can be found on the Trent University website and will be provided to Board members at the time of their on-boarding.

#### **8.4 Discipline and Impeachment Process**

An Executive Officer, Director, or Organization Committee representative may discipline or impeach any Executive Officer, Board Members, or Organization representatives. An act of discipline or impeachment must meet the following criteria:

- I. An Executive Officer, Director, or Organization Committee representative shall submit a motion to have said member disciplined or impeached in writing via an email to the President (Chair) and the Vice President of Internal Affairs (Treasurer) with proof of their claims requesting either discipline or impeachment;
- II. If the request is found to have sufficient cause by a majority vote of the Board the process of discipline and impeachment will progress;
- III. The Executive Officer, Director, or Organization 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;
- IV. 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) days;
- V. Two-thirds of Board members voting must support the motion in order for it to pass; and
- VI. 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 an Executive who is not a Signing Officer at that time until such time as their position can be filled.

The General Membership may discipline or impeach any Executive Officer, Board Members, or Organization representatives. An act of discipline or impeachment must meet the following criteria:

- I. A motion to discipline or impeach an Executive Officer, Board Members, or Organization Committee representative may be made following petition from ten percent (10 %) of the General Membership (petition form in Appendix 3) submitted to the President (Chair) and the



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- Vice President of Internal Affairs (Treasurer) with proof of their claims requesting either discipline or impeachment;
- II. If the request is found to have sufficient cause by a majority vote of the Board the process of discipline and impeachment will progress;
  - III. The Executive Officer, Director, or Organization 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;
  - IV. 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) days;
  - V. Five percent (5%) of the Voting Body must vote in order to obtain quorum; and
  - VI. Two-thirds of the Voting Body must call for removal to carry an act of discipline or impeachment.



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**Appendix 1: Seals of the Organization**

General Logo



Header Logo



**Trent Graduate Students' Association**

Footer Logo





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## Appendix 2: Transition Document Template for Board Members

### Transition Document Position:

#### Term:

(month/year-month/year)

#### Contact Information for follow up questions or concerns:

Name (first/last):

Email:

Phone (optional):

#### Important tasks to complete before the end of your term:

- I. The outgoing person assigned the Organization email to the incoming person Y / N
- II. The outgoing person organized the Organization email account before the switch Y / N
- III. The outgoing person switched the Organization Google Drive to the incoming person Y / N
- IV. The outgoing person put all necessary documents into the Organizations Google Drive Y / N
- V. The outgoing person relinquished their signing authority (if applicable) Y / N
- VI. The incoming person gained signing authority (if applicable) Y / N
- VII. The outgoing person switched access to the Organization bank account to the incoming person (if applicable) Y / N
- VIII. The outgoing person gave the incoming person all banking property including the cheques, leger, and debit cards (if applicable) Y / N
- IX. The outgoing person has returned all property of the Organization to the registered office (if applicable) Y / N
- X. The outgoing person has returned their mail key (if applicable) to Traill College Y / N
- XI. The incoming person has signed out the Organization mail key (if applicable) Y / N
- XII. The outgoing person has given the incoming person access to the Organizations office computer Y / N
- XIII. The outgoing person has given the incoming person has been given access to all Organization social media and website accounts (if applicable) Y / N
- XIV. The outgoing person has met with the incoming person to train them for their position Y / N
- XV. The outgoing person has finished all necessary documents, paperwork, or projects that must be completed, such as financial documents Y / N

#### Responsibilities of your Position as described in By-laws

List Regular Tasks on a once a Semester, Weekly, Monthly, and Yearly basis as per listed in compliance with the By-laws (describe activity and its timeframe):

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

#### List completed projects you did this year:



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**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 groups or organizations that you work closely with, and share some information about the Organizations relationship with them:**

**Helpful resources:**

**Organization property:**

**Any additional information:**





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### Appendix 3: Petition Form for Discipline and Impeachment

Should you feel that a person in a position of authority within the Organization or appointed by the Organization has failed to appropriately perform the duties of their position or has acted in a manner that is in breach of these By-laws and Policies or in a manner that constitutes harassment, then you may request that person be subject to discipline or impeachment.

In accordance with **Section 4.10** of the By-laws, any person of the General Membership may submit a motion to discipline or impeach and Executive Officer, Board Members, or Organization Committee representative.

Please fill out the following form and submit it with signatures to the Vice President of Internal Affairs (Treasurer) at [vpinternalaffairstgsa@trentu.ca](mailto: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 Vice President of Internal Affairs (Treasurer).

Name:

Date:

Email:

Position within the Organization (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.)

Name:

Student Number:

\_\_\_\_\_  
Signature

**Attach signatures of students in support of the motion (10% of the General Membership required)**



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#### Appendix 4: 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 Organization, an increase to or creation of any graduate student-controlled fees, or a change to the bylaws or policies of the Organization or any group run under its auspices. For more information on what can be brought to a referendum see **Section 11** of the By-laws.

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

Name:

Date:

Email:

Position within the Organization (if applicable):

Issue you wish to bring to referendum:

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

Name:

Student Number:

\_\_\_\_\_  
Signature

**Attach signatures of students in support of the motion (10% of the General Membership required)**