

THE CONSTITUTION OF THE GRADUATE
STUDENTS' UNION OF MEMORIAL
UNIVERSITY OF
NEWFOUNDLAND

(Incorporated 1971) Date of Revision: March 2015
Graduate Students' Union,
216 Prince Philip Drive, Room GH-2007,
Memorial University of Newfoundland,
St. John's, Newfoundland,
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Abbreviations

BOD: Board of Directors

EC: Executive Council

EGM: Extraordinary General Meeting

FMB: Facilities Management Board

GM: General Manager

Semi-AGM: Semi-Annual General Meeting

EDEA: Executive Director of External Affairs

EDA: Executive Director of Academic

EDFS: Executive Director of Finance and Services

EDCL: Executive Director of Campus Life

EDC: Executive Director of Communications

Definitions:

Faculty Members – MUN Faculty who, upon paying the GSU membership fee and the approval of the Board of Directors, are given non-voting membership status in the GSU.

Members-at-large – General Members, selected by the General Membership of the GSU, that are neither residents of Feild Hall, employees of the GSU Facility Division or GSU Academic Division, nor Directors of the GSU, who sit on the Graduate Student Facility Management Board.

Executive Directors – Members who are elected by the General Membership to hold office as the Executive Council.

Elected Directors – A General Member who is elected by the General Members of an Academic Unit to represent that Academic Unit, or a General Member who is elected by the General Members of a non- Academic Unit that has applied to the BOD for recognition and received from the BOD a 2/3 majority vote in support of their application for recognition.

Adjunct Directors – a Member whose status is governed by their positions held on councils and committees outside of this corporation, but within Memorial University of Newfoundland. All Adjunct Directors are Ex-officio Directors, and therefore are not allowed to vote.

Academic unit - A degree granting program that is recognized as distinct by the School of Graduate Studies.

Articles of the Constitution

1. Article 1: Name, Aim and Objectives

- 1.1. The Association shall be known as the Graduate Students' Union of Memorial University of Newfoundland, hereinafter referred to as the GSU, and shall be a banding together of the graduate students of this university, incorporated (1971) as a not-for-profit corporation under the Corporations Act (C-36) of Newfoundland and Labrador.
- 1.2. The GSU shall strive to give primary importance, or first opportunity, to graduate students in all areas of employment, contracts or any other venture undertaken within the Union.
- 1.3. The aims of the GSU shall be:
 - 1.3.1. To represent graduate students' interests to the University administration and other organizations, both on and off campus;
 - 1.3.2. To provide graduate students with an educational, social and cultural organization;
 - 1.3.3. To foster contact and communication among graduate students;
 - 1.3.4. To establish and promote contact with similar bodies at other universities;
 - 1.3.5. To generate positive exposure for graduate students within and outside the university community.
- 1.4. Provided that the GSU:
 - 1.4.1. Shall not undertake any activities that would result in the revocation of its registration as a charity or as a public foundation for the purposes of the Income Tax Act;
 - 1.4.2. Shall not undertake any activities that would place it in violation of the Corporations Act, C-36;
 - 1.4.3. Shall not make non-qualified investment as defined by Section 149 of the Income Tax Act.
- 1.5. Articles are to be read with page and line priority

2. **Article 2: Membership**

2.1. The membership of the GSU shall be as follows:

- 2.1.1. All graduate students registered at Memorial University of Newfoundland, hereafter known as "General Members".
- 2.1.2. Post-Doctoral and other Research and Training Fellows may become voting members, with all other applicable rights due a General Member, of the GSU on payment of the GSU membership fees and subject to the approval of the Board of Directors (BOD).
- 2.1.3. Faculty members may become non-voting members of the GSU on payment of the GSU membership fees and with the approval of the BOD.
- 2.1.4. Any general member of the GSU may propose the nomination of an Honorary member. A list of nominees shall be prepared by the Executive Council (EC). Honorary membership shall be conferred upon any person elected by a majority vote of the General Membership.
- 2.1.5. Alumni Life Membership shall be bestowed on any General, Faculty, or Honorary Member in good standing in the GSU on graduation (in the case of General Members) and payment of the Life Membership fee.
- 2.1.6. Faculty members, Honorary Members, and Alumni Life Members shall:
 - 2.1.6.1. Not have voting rights at any GSU assembly,
 - 2.1.6.2. Not be able to move or second motions or resolutions,
 - 2.1.6.3. Be permitted to participate in General Member electronic fora (such as the GSU Listserv),
 - 2.1.6.4. Be permitted to sit on and participate in Ad Hoc committees of the Academic and Facility Divisions only,
 - 2.1.6.5. Be permitted to attend Semi-Annual General Meetings (Semi-AGMs),
 - 2.1.6.6. Be permitted to participate in social events.
- 2.1.7. Students enrolled in the Masters of Theology Program at Queen's College shall be considered to be Graduate Students for the purpose of residence in Feild Hall only.

3. **Article 3: Corporate Structure**

3.1. The GSU shall be composed of two Divisions, namely:

3.1.1. The GSU Academic Division.

3.1.2. The GSU Facility Division, and

3.2. Each Division shall operate in accordance with:

3.2.1. The Articles of this Constitution,

3.2.2. The Lease Agreement between the GSU and Memorial University of Newfoundland,

3.2.3. The Corporations Act of Newfoundland and Labrador (Act C-36),

3.2.4. Any additional federal or provincial laws that apply

3.3. The GSU Academic Division shall include:

3.3.1. The equipment and furniture purchased or acquired to maintain operation of the second floor office space of the Academic Division in Feild Hall,

3.3.2. All properties purchased with Graduate Student Fees before and after the enactment of the lease.

3.4. The GSU Academic Division shall be administered by the Directors of the GSU as set forth by Article 4 of this Constitution, under the direction of the BOD and the General Membership of the GSU Corporation.

3.5. The GSU Facility Division shall include:

3.5.1. The Feild Hall Residence,

3.5.2. Bitters Restaurant and Lounge,

3.5.3. The Facility Management Office,

3.5.4. All office space on the Second Floor of Feild Hall except for offices occupied by the GSU Academic Division, and

3.5.5. All furniture and equipment purchased or acquired to maintain the operation of the units of the Feild Hall Residence, Bitters Restaurant and Lounge, and the Facility Management Office.

3.6. The GSU Facility Division shall be administered by the Facility Management Board (FMB) as set forth by the Lease Agreement for Feild Hall, under the direction of the BOD and the General Membership of the GSU Corporation.

3.7. The Graduate Student FMB shall:

3.7.1. Supervise direct, and control the operation of the GSU Facility Division of the GSU;

3.7.2. Advise the EC and the BOD on all major renovation decisions of the GSU Facility Division, however retain its status as the final decision-making body in regards to decisions of renovations or repairs;

3.7.3. Implement plans to safeguard Feild Hall, its contents, patrons, employees, and residents;

3.7.4. Construct By-Laws regarding:

3.7.4.1. Procedures and policies needed to operate the GSU Facility Division that do not contravene any Article of this Constitution,

3.7.4.2. Job descriptions of each member of the Graduate Student FMB;

3.7.5. Be composed of:

3.7.5.1. The Executive Director of External Affairs of the GSU who will chair this Board,

3.7.5.2. Two (2) representatives to be named by the University's Office of Student Affairs and Services,

3.7.5.3. A Feild Hall Representative who is a General Member and a resident of Feild Hall, whose term shall not exceed one (1) year from the date of initiation, and who is selected through a majority vote by the residents of Feild Hall,

3.7.5.4. Two (2) Members-at-Large who are General Members and are neither residents of Feild Hall, employees of the GSU Facility Division or GSU Academic Division, nor Directors of the GSU, whose terms shall not exceed one (1) year from his or her date of initiation, and who are selected through a majority vote by the General Membership of the GSU,

3.7.5.5. And the Vice-Executive Director of External Affairs Finance (EDFS).

3.7.6. If one or both of the FMB seats for the Members-at-Large is not filled by election at the Spring Semi-AGM, these positions may be filled by appointment and approval of 2/3rds of present BOD members, following procedure outlined in Article 4.11. If one or both of the FMB seats for the Members-at-Large is not filled by the procedure outlined in

Article 4.11, the EC shall solicit applications and from those applications appoint a Member-at-Large to the FMB, who shall be ratified at the BOD meeting following the appointment.

3.7.6.1. If no one from the BOD is interested or able to fill the position then the EC shall solicit applications and appoint a member-at-large to the FMB; who shall be ratified by the BOD.

3.7.7. If the FMB seat for the Feild Hall Representative is not filled by election at the Spring Semi-AGM, this position may be elected by the residents of Feild Hall.

3.8. Enactments, amendments, or repeals of the By-Laws of the FMB must be approved by a two-thirds (2/3) majority vote at the next Semi-AGM.

4. Article 4: Directors

4.1. The governing body of the GSU is the BOD and shall include Executive Directors, Elected Directors, and Adjunct Directors (Ex-officio) who shall be registered full- or part-time graduate students at the Memorial University of Newfoundland.

4.1.1. Only recognized Executive Directors and Elected Directors will have the right to vote and hold quorum at BOD meetings

4.2. "Executive Directors" are Members who are elected by the General Membership to hold office as the EC and shall include the:

4.2.1. Executive Director of External Affairs (EDEA),

4.2.2. Executive Director of Academic (EDA)

4.2.3. Executive Director of Finance and Services (EDFS)

4.2.4. Executive Director of Communications (EDC), and

4.2.5. Executive Director of Campus Life (EDCL).

4.3. An "Elected Director" is:

4.3.1. A Member who is elected by the General Members of an Academic Unit to represent that Academic Unit, or

4.3.2. A Member who is elected by the General Members of a non-Academic Unit that has applied to the BOD for recognition and received from the BOD a 2/3 majority vote in support of their application for recognition.

- 4.3.3. A Member who is elected by the General membership to the GSU seat on the Board of Regents, hereinafter referred to as the 'Regent'.
- 4.3.4. A member who is elected by the General membership to the GSU seat on the Senate, hereinafter referred to as the 'Senator'.
- 4.3.5. Notwithstanding the above process in the aforementioned articles, an Elected Director must submit an Elected Director Application in order to be recognized as an Elected Director.
- 4.4. An "Ex-officio" Director is an Executive Director, Elected Director, or Adjunct Director who acts as a Member or Director, but is not allowed to vote.
- 4.5. An "Adjunct Director" is a Member whose status is governed by their positions held on councils and committees outside of this corporation, but within Memorial University of Newfoundland.
 - 4.5.1. All Adjunct Directors are Ex-officio Directors, and therefore are not allowed to vote.
- 4.6. Adjunct Directors of the GSU shall be:
 - 4.6.1. All graduate student representatives chosen to sit on Senate sub-committees;
 - 4.6.2. All graduate student representatives chosen to sit on the Academic Council of the School of Graduate Studies;
 - 4.6.3. All graduate student representatives chosen to sit on Faculty and School Councils.
- 4.7. The conduct of Directors is governed by regulations set forth in:
 - 4.7.1. The Articles and By-Laws of the GSU Constitution,
 - 4.7.2. The Corporations Act - C36, and
 - 4.7.3. Robert's Rules of Order.
- 4.8. No member shall hold more than one elected position on the BOD with the exception of the Senate and Regent position, which can be held by other non-executive members
- 4.9. No Member shall hold any single Executive Director position for longer than twenty-four (24) months in total, or serve on the EC for longer than thirty-six (36) months in total. These totals shall include time spent as an Appointed Director.
- 4.10. Executive Directors shall be elected at the Spring Semi-AGM of each year.

- 4.11. Elected Directors shall be elected:
- 4.11.1. By the Academic Unit they will represent, through procedures of that Academic Unit, or
 - 4.11.2. By the BOD-recognised non-Academic Unit they will represent, through procedures of that non-Academic Unit.
 - 4.11.3. The Senator is elected by the General Membership each year; in the same manner as the Executive directors.
 - 4.11.4. The Regent is elected for a two-year term by the General membership in the same manner as the Executive directors.
- 4.12. The resignation of a Director becomes effective at the time a written resignation is received by the GSU, or at the calendar date and chronological time specified within the resignation, whichever is later.
- 4.12.1. Regents are required to provide 3-months written notice of resignation to the BOD.
 - 4.12.1.1. Elections are to occur no less than 2 months' before the end of the outgoing Regent's term.
 - 4.12.1.2. For all other positions, it is recommended that a position holder give two (2) weeks written notice before leaving.
- 4.13. Any Executive Director vacancy will be filled through a by-election in accordance with established procedures, outlined in GSU bylaws.
- 4.13.1. In the case that a member of the executive vacates his or her position, the Board of Directors shall have the option of appointing a person to temporarily fill the vacancy. The term of office for appointed Executive members shall not exceed six (6) months, the next by-election, or the next Annual General Meeting, whichever is shorter.
 - 4.13.2. The appointment provision shall only be used in circumstances where an election or by-election has already been held in a given Executive term, and that the frequency of elections is deemed as injurious to the integrity of the organization by the BOD.
 - 4.13.3. Recommendations for appointments may be made by any Executive or Elected Director.
 - 4.13.4. Elected Directors may be selected for appointment.

- 4.13.5. Previous members of the Executive, having already served two (2) years in one position, and/or a total of three (3) years, may not be re-appointed by virtue of the appointment provision.
- 4.13.6. Appointed Directors shall be elected by the BOD at the meeting following the decision to appoint, by blind ballot. Time will be allocated at the BOD meeting where voting occurs for candidates to address the BOD.
- 4.13.7. Appointed Directors cannot be elected under circumstances of reduced quorum.
- 4.14. The Directors of the GSU shall:
 - 4.14.1. Exercise the powers of the GSU directly or indirectly through the Executive Council and the employees of the Academic Division, and
 - 4.14.2. Direct the management of the business and affairs of the corporation.
- 4.15. All Directors of the GSU in exercising their powers and discharging their duties shall:
 - 4.15.1. Act honestly and in good faith with a view to the best interests of the corporation and its Membership, and
 - 4.15.2. Exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances.
- 4.16. A provision in contract, the Articles, the By-Laws, or a resolution does not relieve any Director of the GSU from the duty to act in accordance with Act C-36 or this Constitution, or relieve any Director from liability for a breach of Act C-36 or this Constitution.

5. Article 5: Executive Directors Wages

- 5.1. Salary for the members of the EC shall be dispersed bi-weekly through MUN Financial and Administrative Services as follows:
 - 5.1.1. Each member of the EC shall be paid for 16 hours/ week bi weekly pay period
 - 5.1.2. The rate of pay shall be based off the current Memorial University graduate student rate of pay.
 - 5.1.3. no salary shall be paid for work performed after an Executive member has:
 - 5.1.3.1. been removed from office under provision of Article 16 , or resigned his/her position

Article 6. Duties of Directors

- 6.1. Conform to the duties of Directors presented in Article 4;
- 6.2. Where applicable, conform to the duties of Representatives on External Committees as outlined in By-Law 4;
- 6.3. present the needs of graduate students in their respective academic units during BOD Meetings;
 - 6.3.1. Represent their academic unit at regular BoD meetings
 - 6.3.2. Sit on and at least two GSU or University committee and attend all the meetings as the GSU representative.
- 6.4. Be responsible for informing graduate students in their respective academic units of the proceedings of the GSU;
- 6.5. Act as a contact person for the GSU for their respective academic units;
- 6.6. Be familiar with the pertinent documents on file and available from the GSU office including:
 - 6.6.1. GSU Constitution and By-Laws,
 - 6.6.2. BOD Manual,
 - 6.6.3. GSU Policies and Procedures Manual,
 - 6.6.4. Robert's Rules of Order, and
 - 6.6.5. Any document referred to in the GSU Constitution and By-Laws.
- 6.7. Duly report back to the BOD from governing bodies to which they are elected.

7. Article 7: Committees

- 7.1. The EC and Standing Committees shall:
 - 7.1.1. Be permanent committees of the GSU BOD;
 - 7.1.2. Conduct all business in accordance to the Constitution of the GSU and as directed by the BOD of the GSU;
 - 7.1.3. In the case of the EC:

- 7.1.3.1. Be composed only of the EC,
- 7.1.3.2. Be chaired by the Executive Director of External Affairs and, in the absence of the Executive Director of External Affairs, a Vice- Executive Director of External Affairs in the order of the assumption of Executive Director of External Affairsial duties listed in By- Laws 4.6.1 and 4.7.1;
- 7.1.4. In the case of Standing Committees, be composed of the following:
 - 7.1.4.1. A chairperson who normally shall be an Executive Director or any committee member voted by the committee,
 - 7.1.4.2. One (1) voting member who is an Executive Director,
 - 7.1.4.3. A minimum of three (3) additional voting members, the majority of which must not be Executive Directors,
 - 7.1.4.4. Any additional voting members from the General Membership.
- 7.2. Consultants or presenters from outside any Standing Committee shall not have voting status.
- 7.3. The chairperson of a Committee shall:
 - 7.3.1. Inform all members of date, time, and location of all committee meetings,
 - 7.3.2. Ensure written reports are submitted for receivership at the BOD Meeting following the committee meeting and archived,
 - 7.3.3. In case of a tie vote the chairperson has the right to place a tie-breaking vote at their discretion, and
 - 7.3.4. In the case of Standing Committees, allocate committee duties among its members.
- 7.4. Standing Committees of the GSU BOD shall be:
 - 7.4.1. The Health and Dental Plan Committee, whose terms of reference shall include:
 - 7.4.1.1. Review plan fees and plan design to ensure the plan efficiently utilizes graduate students' health and dental fees
 - 7.4.1.2. Monitor current and future trends in coverage to ensure the plans meet the needs of the majority of graduate students

- 7.4.1.3. Actively promote the plan to members to ensure that members are aware of opt-out deadlines, plan rules and design
 - 7.4.1.4. Report at the Spring and Fall Semi-AGM and to BOD meetings a minimum of once per semester
 - 7.4.1.5. Adjudicate health and dental plan opt-out appeals, as necessary
 - 7.4.1.6. Consist of the EDFS (Chair), the General Manager (GM) (Ex-Officio), the Health and Dental Assistant (Ex-Officio), and a minimum of 3 additional members of the BOD.
 - 7.4.1.7. In the absence of the EDFS, the Health and Dental Coordinator may call for and chair this committee's meeting(s).'
- 7.4.2. The Constitutional Committee shall be chaired by the EDC, and its terms of reference shall include:
- 7.4.2.1. Reviewing all matters constitutional as directed by the BOD,
 - 7.4.2.2. Acting in an advisory capacity on matters of constitutional interpretation,
 - 7.4.2.3. Researching developing and reviewing any new Article or By-Law as directed by the BOD or General Members, and
 - 7.4.2.4. Reporting to the BOD relevant courses of action taken on all matters constitutional;
- 7.4.3. The Finance Committee shall be chaired by the EDFS, and its terms of reference shall include:
- 7.4.3.1. Reviewing and distributing all financial information of the GSU according to Article 11, and the By-Laws,
 - 7.4.3.2. Reviewing all GSU Grant Applications according to the guidelines outlined in the Policies and Procedures Manual;
 - 7.4.3.3. Researching and pricing for the GSU.
 - 7.4.3.4. Having access to credit cards or checks for the purpose of purchasing for the GSU.
- 7.4.4. The Academic Committee shall be chaired by the EDA, and its terms of reference shall include:
- 7.4.4.1. Ensuring strong graduate student representation on all levels of academic structure at the University, and

- 7.4.4.2. Increasing internal and external communications on all matters academic, and
- 7.4.4.3. Researching ways to improve the academic life of all graduate students;
- 7.4.5. The Social Events Committee shall be chaired by the EDCL, and its terms of reference shall include:
 - 7.4.5.1. Planning, scheduling, and coordinating all social and athletic events of the Academic Division,
 - 7.4.5.2. Administering all funds in the GSU Academic Division Budget allocated for Social Events, in consultation with the EDFS and the Finance Committee, and
 - 7.4.5.3. Consulting with the GM on all GSU events to be held in Feild Hall;
- 7.4.6. The External Relations committee shall be chaired by the EDC, and its terms of reference shall include:
 - 7.4.6.1. Recommend to the BOD which political campaigns the GSU will publicly support
 - 7.4.6.2. Shall recommend to the BOD the manner in which the political campaigns should be carried out
 - 7.4.6.3. Shall carry out the selection of conference representatives (as outlined in Article 15.7)
- 7.4.7. The Graduate Student Awards Committee shall be chaired by the EDCL, and its terms of reference shall include:
 - 7.4.7.1. Planning, scheduling, and coordinating the six (6) Graduate Student Awards to be categorized as follows: two (2) awards per category: Teaching, Research, and Community Service;
 - 7.4.7.2. Planning, scheduling, and coordinating the Graduate Student Awards Ceremony;
 - 7.4.7.3. Use criteria that meet the high standards of excellence in each category in order to ensure the best nominated graduate student(s) receives the Award;
 - 7.4.7.4. Report to the BOD its decision, however, without requiring BOD approval;

- 7.4.4.4. Increasing internal and external communications on all matters academic, and
- 7.4.4.5. Researching ways to improve the academic life of all graduate students;
- 7.4.5. The Social Events Committee shall be chaired by the EDCL, and its terms of reference shall include:
 - 7.4.5.4. Planning, scheduling, and coordinating all social and athletic events of the Academic Division,
 - 7.4.5.5. Administering all funds in the GSU Academic Division Budget allocated for Social Events, in consultation with the EDFS and the Finance Committee, and
 - 7.4.5.6. Consulting with the GM on all GSU events to be held in Feild Hall;
- 7.4.6. The External Relations committee shall be chaired by the EDC, and its terms of reference shall include:
 - 7.4.6.3. Recommend to the BOD which political campaigns the GSU will publicly support
 - 7.4.6.4. Shall recommend to the BOD the manner in which the political campaigns should be carried out
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 - 7.4.7.6. Planning, scheduling, and coordinating the Graduate Student Awards Ceremony;
 - 7.4.7.7. Use criteria that meet the high standards of excellence in each category in order to ensure the best nominated graduate student(s) receives the Award;
 - 7.4.7.8. Report to the BOD its decision, however, without requiring BOD approval;

7.4.7.5. Advertising, soliciting, and publicising of the Graduate Student Awards at least two (2) months prior to the anticipated Awards Ceremony Date.

7.5. When the chairperson of a properly constituted Standing Committee of the BOD is not a member of the EC, the EC shall not take independent action concerning matters that fall within the terms of reference of that committee without first consulting said committee's chair.

8. **Article 8: Meetings**

8.1. Meetings of the GSU shall consist

of: 8.1.1. Semi-AGMs,

8.1.2. BOD meetings

8.1.3. EC meetings, and

8.1.4. Standing Committee Meetings

8.2. There shall be two (2) Semi-AGMs each year:

8.2.1. The Fall Semi-AGM shall be held in the month of October, and

8.2.2. The Spring Semi-AGM shall be held on the fourth (4th) Wednesday of the month of March in order to accommodate the time needed for the elections process.

8.2.3. Motions and agenda items for a Semi-AGM are to be submitted in writing as a "Notice of Motion" to the BOD no later than seven (7) days prior to the BOD meeting immediately preceding a Semi-AGM.

8.2.3.1. The "Notice of Motion" must be approved by a 2/3rds majority of the BOD before being added as a motion or agenda item for the General Meeting.

8.3. When necessary, Extraordinary General Meetings (EGM) may be called:

8.3.1. At the discretion of the Executive, by a majority vote of those members present at an EC Meeting;

8.3.2. At the discretion of the BOD, by a majority vote of those members present at a BOD Meeting;

8.3.3. At the written request of twenty-five (25) General Members of the GSU.

8.4. BOD Meetings shall take place monthly.

8.4.1. Regular meetings of the BOD will convene at 6:00pm on the third Tuesday of each month and will adjourn when all agenda items have been dealt with, and no other business is forthcoming. The chair will declare the meeting adjourned no later than 8:00pm unless a motion to extend the meeting is approved by a 2/3 majority. The date of a regular meeting may be changed in special circumstances.

8.4.2. In months where a Semi-AGM is called the Semi-AGM takes the place of the regularly scheduled BOD meeting.

8.4.3. At the July BOD meeting, at least one hour shall be set aside for a Budget presentation by the Finance Committee, who shall prepare the agenda for this portion of the meeting. Suggestions for topics to be discussed may be forwarded by members of the BOD to the EDFs.

8.4.4. The agenda for regular meetings shall be approved by the Executive Committee, and shall be circulated to members of the BOD by the EDC at least five days prior to the meeting. The BOD shall not entertain at any regular meeting any discussion of, or motions concerning, documents which were not circulated to members at least five days prior to the meeting, except with special leave of the BOD.

8.4.5. Special BOD Meetings may be called:

8.4.5.1. By the EC, or

8.4.5.2. By 1/3 BOD members whose request is submitted to the Executive Director of External Affairs in writing.

8.4.5.3. Special BOD meeting requests should be submitted with a minimum of one (1) week's notice.

8.4.5.4. In case of an emergency the EC shall endeavour to provide adequate notice to the BOD.

8.5. EC Meetings shall normally occur once a week at a time convenient for all members. However, should the amount of business encountered not warrant weekly meetings, the Executive Director of External Affairs may reduce this number to no less than one (1) per month which MUST be held before the BOD Meeting of that month.

8.6. Meetings of the Standing Committees of the GSU shall:

8.6.1. Normally occur at least once per month

Except the Graduate Student Awards Committee, which shall begin meeting four (4) months prior to the anticipated Ceremony Date and continue meeting as necessary (minimum once per month) until the Ceremony has taken place.

8.6.2. Must be held at least one week before a BOD meeting, and

- 8.6.3. The Chair shall circulate the report of the committee at least one week before a BOD meeting.
- 8.7. Only Directors or Members of the sitting Board or Committee shall be permitted in meetings, with the following exceptions:
- 8.7.1. Consultants or presenters from outside parties shall be allowed to participate in meetings for the stated consultation or presentation;
- 8.7.2. General Members shall be allowed to attend, but not participate in, meetings except for:
- 8.7.2.1. Meetings of the EC, where only Executive Directors shall be present, notwithstanding subsection 6.7.1 above,
- 8.7.2.2. Meetings of the FMB, where only FMB members shall be present, notwithstanding subsection 6.7.1 above, and
- 8.7.2.3. Question Period of a BOD Meeting, when General Members may also address the BOD;
- 8.7.3. Outside parties that are not General Members shall not be permitted to be present at meetings except:
- 8.7.3.1. As outlined in subsection 6.7.1 above,
- 8.7.3.2. Upon a 2/3 majority vote of those Board or Committee members present, provided that prior notice has been given to the Steering Committee in the case of the BOD, and
- 8.7.3.3. When a Standing Resolution exists allowing their attendance.
- 8.8. Upon the Call to Order, the Chair of any Board or Committee shall ask anyone present who is not a member of the Board or Committee to identify themselves.
- 8.9. The first meeting of a Standing Committee in a month must be held in person. With the unanimous consent of the members of a Committee, a meeting of that Committee may be held via e-mail rather than in person.

8.10. Meetings shall be conducted according to Robert's Rules of Order, subject to the terms of this Constitution and to the By-Laws of the GSU.

8.11. There is to be no unauthorized audio or video recording of meetings. Under this provision "meetings" refers to, but is not limited to, Semi-AGMs, BOD meetings, and meetings of Standing Committees and Ad-hoc Committees of the GSU.

Authorized recording is understood to be as follows:

8.11.1. Under the official capacity of the GSU using equipment purchased by the GSU for the purpose of such recording.

8.11.2. With a 2/3rds majority vote of the members present at a particular meeting.

8.11.2.1. A request for a vote for granting such permission should be made as early in the meeting as possible following the Call to Order.

8.11.2.2. No recording shall be performed until such a vote is taken and permission is granted.

8.12. Teleconferencing or web-conferencing of any kind in order to conduct a meeting is not permitted.

8.13. Minutes of all meetings shall be kept, documenting clearly all motions passed by vote at a meeting. Such minutes shall be accessible by the General Membership upon ratification of those minutes by the BOD within one (1) week of said meeting.

8.13.1. The minutes and other books and records of the GSU, including all reports, financial records and statements, shall be kept in the GSU General Office. These books and records shall be archived in the University Library after a period of five years.

9. Article 9: Quorum

9.1. For Semi-AGMs and EGMs, thirty (30) members shall be considered a quorum.

9.1.1. If at any Semi-AGM or EGM, no quorum is present when called, that meeting shall be rescheduled for a date not less than one (1) and not more than two (2) weeks later.

9.1.2. If at the rescheduled meeting, no quorum is present when called, procedures shall follow at the discretion of the BOD.

9.2. For Meetings of the BOD, a ratio of thirty-three percent (33%) of ratified Directors, exclusive of Ex-officio Directors, shall constitute a quorum.

- 9.2.1. If at any BOD Meeting, no quorum is present when called, that meeting shall be rescheduled for a date not less than twenty-four (24) hours and not more than seven (7) days later.
- 9.2.2. If at the rescheduled meeting, no quorum is present when called, procedures shall follow at the discretion of the BOD Members present at that meeting.
- 9.3. For Meetings of the EC, a quorum shall consist of three (3) members of the Executive.
- 9.4. For Meetings of Standing Committees, a quorum shall consist of five (5) members including the chair.
 - 9.4.1. No standing committee will meet with less than three (3) members.
 - 9.4.2. If quorum is not met on a matter and a Standing Committee requires a decision then the BOD will vote on the matter with a 2/3rds majority vote of BOD members present to pass the motion.
 - 9.4.2.1. In such emergency situations the BOD listserv may be used with deadlines for responses from the BOD being included in such communications on a per case basis.
- 9.5. A lesser quorum of ½ of the standard typically necessary for a meeting shall be applied during the summer semester for EGMs or any BOD meeting.
 - 9.5.1. This lesser quorum may be applied to other situations, outside of the summer semester where General Member population circumstances match those of the summer semester, at the discretion of the EC.
 - 9.5.2. At no time can Articles of the GSU Constitution be enacted, amended or repealed nor By-Laws be enacted, amended, suspended or repealed under lesser quorum.
 - 9.5.3 The lesser quorum shall exclude any executive of the GSU.
 - 9.5.4 No matter the number of BOD members ratified, no BOD meeting shall take place with less than six BOD members present.

10. Article 10: Membership

- 10.1. Each semester, all graduate students will be required to pay a GSU membership fee as set by the GSU BOD.
 - 10.1.1. The annual GSU membership fee shall be used by the BOD for the promotion of the objectives of the GSU as outlined in the Articles.

10.2. Changes to the GSU membership fees, with the exception of adjustments based on annual inflation in the Consumer Price Index (CPI), must be approved by the GSU General Membership by way of a referendum to be held no later than the last day of regular classes of any semester

10.2.1. Upon receipt of a favourable mandate from the General Membership, the GSU BOD, through the EC, shall inform the Board of Regents of Memorial University, requesting ratification of said changes.

10.2.2. Changes to the GSU membership fees shall not come into effect until the semester following the one in which the referendum was held.

10.3. Non-student or Alumni life membership shall be granted, according to the terms of the By-Laws, on payment of a life membership fee of fifty Canadian dollars (\$50 CAD).

10.3.1. The EDFS shall collect the Alumni Life Membership Fee and the EDC shall maintain an accurate list of all such members.

10.4. Amendments to the GSU membership fee shall be decided by the General Membership through referendum only.

11. Article 11: Amendments

11.1. The Articles of the Constitution may be amended:

11.1.1. At a Semi-AGM,

11.1.2. At an EGM, or

11.1.3. By a Referendum.

11.2. A two-thirds (2/3) majority shall be required for the adoption of any amendment to the Articles.

11.3. Proposed amendments shall be made available to all members two (2) weeks in advance of the time of voting through the BOD, the GSU website, listservs and any other applicable means.

12. Article 12: Referenda

12.1. A referendum may be held at the discretion of 2/3rds of the BOD.

12.2. Two months prior to the date of voting, the GSU EC shall give two weeks' notice for nominations of:

12.2.1. Campaign Officers representing each case of the voting issue, who shall be General Members and may be Executive Directors, and

- 12.2.2. A Returning Officer, who shall be a General Member but shall not be an Executive Director.
- 12.3. The appointment of all officers shall be ratified by the BOD by a simple majority (50% + 1) vote.
- 12.4. In the absence of nominations for at least two Campaign Officers, the referendum will proceed at the BOD's discretion.
- 12.5. Upon request the GSU will provide equal funding for each Campaign Officer for the purposes of campaigns that are concerned with the voting issue ONLY. The amount of funding will be decided by the BOD by a simple majority (50% + 1) vote.
- 12.6. Notice of the Referendum and each question as it will appear on the voting ballots, with campaign material supplied by each Campaign Officer, shall be distributed to the General Membership no later than one month prior to the set voting date.
- 12.7. Voting shall normally be by secret ballot, via a secure electronic voting method approved by the BOD.
- 12.7.1. The voters list shall consist of all currently registered graduate students. The list shall be requested from the School of Graduate Studies no later than two weeks prior to the start of voting.
- 12.7.2. A record of all graduate students who have submitted an electronic ballot shall be kept for a period of one calendar year.
- 12.7.3. The results are to be tabulated and validated by the Returning Officer at a date no later than one (1) week after the final day of voting.
- 12.8. For each Referendum question, the choice which obtains the plurality of the vote shall be considered the winning choice. In the event that two or more choices each receive the highest number of votes, the tie shall be broken via an unbiased mechanism determined by the Returning Officer.

13. Article 13: Finances, Share Capital and Distribution of Corporate Property

- 13.1. The GSU shall have no authorized share capital.
- 13.2. The GSU shall operate without pecuniary gain to its members.
- 13.3. Any profits or other accretions to the GSU shall be used only in furthering the goals of the GSU as presented in Article 1.
- 13.4. Upon dissolution of the GSU, and after payment of all its debts and liabilities, all remaining property shall be distributed or donated to organizations in the Province, the undertaking of which is charitable or beneficial to the community.

- 13.5. The fiscal year of both GSU Divisions will be from April 1 to March 31.
- 13.6. All expenses of the GSU shall be defrayed from:
- 13.6.1. The monies collected from the members as per Article 8;
 - 13.6.2. Revenue from the Feild Hall Facility including Bitters Restaurant and Lounge and the residence;
 - 13.6.3. The Graduate Student Development Fund;
 - 13.6.4. Other means as the GSU shall from time to time decide, subject to the restrictions of this Constitution.
- 13.7. These monies shall constitute the Union Funds, and the terms "GSU funds" or "funds" shall be considered equivalent.
- 13.8. All fund distributions shall be made within the fiscal year for expenses accrued in the fiscal year.
- 13.9. All disbursements from the GSU to individuals shall be made by cheque, issued by Memorial University.
- 13.10. The GM, GSU Executive Director of External Affairs, and EDFS shall have signing authority on all accounts. Any other Signing Authorities of the GSU shall be:
- 13.10.1. Voted by the BOD;
 - 13.10.2. For the period of their term of office.
 - 13.10.3. If the GSU Executive Director of External Affairs, EDFS, or GM positions are unfilled then the BOD may elect alternate signatories to act in that position's stead for as long as said position remains unfilled.
 - 13.10.3.1. Alternate signatories may act in a temporary or full term capacity.
- 13.11. The EC shall, in all matters financial and constituted, function under a fiscal year, and shall continue to administer the funds voted for that fiscal year in accordance with that year's budget.
- 13.12. Budgets of the GSU shall:
- 13.12.1. Contain budget projections for the coming year, year-to-date figures, and actual for the previous three (3) years, as appropriate;
 - 13.12.2. Cover all operations of the GSU, including the Academic and Facilities divisions;

- 13.12.3. Be produced and approved under the direction of each Division's governing body;
- 13.12.4. Be submitted to the Finance Committee at least two (2) weeks prior to the Semi-AGM;
- 13.12.5. Be made available to the General Membership by the Finance Committee two (2) week prior to the Semi-AGM.

13.13. Accounting of all GSU funds shall be:

- 13.13.1. Undertaken using the University's computerized Financial Records System,
- 13.13.2. Further developed with an internal accounting system to facilitate the production of year-end reports, budgets, balance sheets, or any other financial document, and
- 13.13.3. Be reconciled to the University Financial Records System statements each month.

13.14. Two signatures shall be required on:

- 13.14.1. All cheques issued,
- 13.14.2. All journal entries completed, and
- 13.14.3. All purchase orders used by the GSU.

13.15. General Financial Statements shall:

- 13.15.1. Be prepared under the direction of the BOD and the FMB;
- 13.15.2. Include at least an income and expense sheet that both corresponds to the budget in compartmentalization and reflects the total revenues and expenses in each section of the budget;
- 13.15.3. Be approved by the Finance committee at least three (3) weeks prior to any General Meeting;
- 13.15.4. Be made available to the General Membership by the Finance Committee at least two (2) week prior to any General Meeting.

13.16. "Audits" shall:

- 13.16.1. Fall under the expressed authority of the BOD in accordance with the Canadian Corporations Act;
- 13.16.2. Be undertaken annually in the fall on both Divisions of the GSU simultaneously, by a qualified accountant and be prepared in accordance with the general audit guidelines governing not-for-profit organizations. Further audits may be called:

13.16.2.1. On demand by the BOD with a 2/3rds majority vote, or

13.16.2.2. On demand by the General Membership with a simple majority (50% + 1) vote at a Semi-AGM and two (2) weeks notice of the intended Audit vote.

13.16.3. competitive price (\$5000/max) to be recommended to the Finance Committee, keeping the progress and working with GM for Facilities Side.

13.16.4 Audit information will be reported back to the BOD and FMB at the Spring AGM and available on request to the general membership.

13.17. Loans, Agreements, Contracts, or similar entered into by the GSU shall be under the expressed jurisdiction and authority of the GSU BOD, except:

13.17.1. For the contract with the GM which will be a joint venture of the BOD and the FMB;

13.17.2. For any Facility contracts or leases used expressly for renovations, operations, or similar under the authority of the FMB and contained within the FMB By-Laws, as long as they do not contradict any other Article or By-Law of this Constitution;

13.17.3. For any Facility contracts used in hiring employees that are employed under the direction of the FMB or the GM.

14. Article 14: Loan Repayments

14.1. Loan repayments to the University shall be under the authority of the GSU BOD as per Article 11.

14.1.1. The GSU shall earmark two Canadian dollars (\$2 CAD) from each member's fees, each semester, to be used as a balloon payment to the University at the end of each semester, to offset the GSU debt.

14.1.1.1. This earmark shall remain in effect until the entire debt to the University is paid.

14.2. The GSU shall use at least 50% of any surplus funds at the end of the fiscal year as an end-of-year balloon payment to the University to offset the GSU debt.

14.2.1. This surplus payment shall remain in effect until the entire debt to the University is paid.

15. Article 15: Conflict of Interest Guidelines

15.1. The GSU Conflict of Interest Guidelines shall be pursuant to the policy set forth by Memorial University.

15.2. While holding office, no Executive Director shall serve as an employee of the GSU or FMB.

15.3. Penalties for contravening the conflict of interest guidelines follow Article 15.

16. Article 16: Censure, Reprimand and Vote of Non-Confidence

16.1. The BOD may Censure or Reprimand any:

16.1.1. Director,

16.1.2. Member(s) on GSU committees, or

16.1.3. Employee(s) of the GSU Academic Division.

16.2. Notice of Censure or Reprimand shall be presented in the form of a motion to be submitted nine (9) days prior to a meeting of the BOD.

16.2.1. A motion to Reprimand must be accompanied with a motion concerning a proposed course of action which may include, but is not limited to:

16.2.1.1. Suspension from duty, and/or

16.2.1.2. Suspension of honoraria or pay.

16.2.2. This (these) course(s) of action must be voted upon separately.

16.2.3. No debate or verbatim is allowed until:

16.2.3.1. The individual charged has been notified in writing,

16.2.3.2. The motion has been served with due notice, and

16.2.3.3. The individual charged has been given the opportunity for defence.

16.2.4. The individual charged is considered censured upon a 2/3rds vote of BOD members present at the BOD meeting at which the motion is being voted on, not including the censured individual.

16.2.5. Upon a passed motion to censure, the censured individual is required to resign immediately.

16.2.6. The individual charged is considered reprimanded upon:

16.2.6.1. A 2/3rds vote of BOD members present at the BOD meeting at which the motion is being voted on, excluding the individual to which the motion of reprimand will apply.

16.2.7. Upon a passed motion to reprimand, the reprimanded individual shall not be required to resign.

16.3. Notice of intent to call for a Vote of Non-Confidence must be in the form of a written motion and be submitted to the GSU office two (2) week prior to the date of the upcoming General Meeting.

16.3.1. Any member holding office in, or under, the GSU shall resign if he/she receives a Vote of Non-Confidence supported by a two-thirds (2/3) majority of those members attending a General Meeting.

16.3.1.1. He/She must resign immediately.

16.3.1.2. Any resigned officer shall be eligible for re-election but not for the same position from which they resigned.

16.3.2. The BOD shall resign if it receives a Vote of Non-Confidence supported by two-thirds (2/3) majority of those members attending a General Meeting.

16.3.2.1. The present BOD shall hold office until their successors are elected or appointed.

16.3.2.2. The BOD shall be responsible for organizing elections for a new BOD.

16.3.2.3. Members of the out-going BOD shall be eligible for re-election.

17. Article 17: Standing Resolutions

17.1. A book of Standing Resolutions shall be kept by the BOD and distributed attached to the GSU Constitution.

17.2. Standing Resolutions shall be:

17.2.1. Adopted or rescinded upon a 2/3 majority vote of those Board or Committee members present, and

17.2.2. Suspended upon a 50% + 1 vote majority of those Board or Committee members present.

18. Article 18: Conference Representation

18.1. Only General Members shall be allowed to be Conference Representatives at sanctioned conferences.

18.2. Representatives for non-student issue conferences such as charity drives, special interest group rallies, and similar shall not be funded.

- 18.3. No more than two (2) GSU members per conference shall be funded for conferences located off of MUN grounds.
- 18.3.1 For CFS AGMs, National Graduate Caucus meeting, and CFS-NL AGMs the committee may send up to 4 students chosen from the Board of Directors.
- 18.4. Whenever possible, the Conference Representatives must vote according to the direction of the BOD on all motions. If direction from the BOD is not possible, the representative must vote with the general interest of the GSU in mind.
- 18.5. GSU members who are currently employed, executives (paid or unpaid), or hold other controlling (paid or unpaid), office (paid or unpaid) or other positions (paid or unpaid) in the conference's host group shall not be GSU Conference Representatives.
- 18.6. Conference Representatives must report, either separately or jointly, to the BOD on issues discussed at student issue conferences in both a detailed written report and oral presentation.
- 18.6.1. Written reports must be submitted to the BOD listserv at least one (1) week prior to the BOD meeting immediately after a representatives return date, provided that the BOD meeting is not within 12 days of the return date. If this is the case, the report must be submitted to the BOD listserve no later than three (3) weeks after the return date.
- 18.6.2. Written reports must include how representatives voted on motions and the final results of these motions.
- 18.6.3. Oral presentations to the BOD shall be no longer than 20 minutes, with a question period following, and shall occur at the BOD meeting immediately following the submission of the written report.
- 18.6.4. Representatives failing to comply with sections 15.6.1, 15.6.2, or 15.6.3 will not be considered for Conference Representative positions at future conferences.
- 18.6.5. Requests for submission extensions for the written report and/or the oral presentation to the BOD, and reconsideration for attendance at future conferences will be considered by the BOD in extenuating circumstances only and must be submitted to the Steering Committee in writing.
- 18.6.6. Written reports shall be available to any member, kept on file for a minimum of five (5) years, and posted to both the GSU-I and GSU-BOD listservs and the GSU website.
- 18.7. Conference Representative positions shall be advertised at least two (2) weeks prior to any conference, or immediately after notice is received of a conference if within the two (2) week period.

- 18.7.1. Members interested in positions shall send a written application to the GSU by the deadline outlined in the position advertisement.
- 18.7.2. The External Relations Committee shall select Conference Representatives from the applications where priority will be given to applicants who:
 - 18.7.2.1. Demonstrate prior interest/involvement in student government and related issues.
 - 18.7.2.2. Demonstrate strength in leadership abilities, public speaking and report writing.
 - 18.7.2.3. Have not been a Conference Representative within the last fiscal year.
- 18.7.3. Applications may be taken after the deadline or a re-advertisement completed at the discretion of the External Relations Committee where applicants fail to meet the criteria in 15.7.2.

19. Article 19: By-Laws

- 19.1. All decisions of the BOD or of a General Meeting, intended to stand as having the force of law within the Academic Division of the GSU, rather than merely having force of a resolution expressing the opinion of the Academic Division of the GSU, shall be enacted and recorded as By-Laws.
- 19.2. By-Laws may be enacted, amended, suspended, or repealed at any meeting of the BOD, if the proposed By-Laws, amendments or motions for repeal are included in the agenda, or by leave of the Chair.
- 19.3. The enactment, amendment, suspension, or repeal of any By-Law shall require a two-thirds (2/3) majority vote of all Directors present at a meeting of the BOD.

By-Laws of the Constitution

1. By-Law on By-Laws

- 1.1. By-Laws are to be read with line priority within titled sections, and within the numbered By-Laws and their sub-sections contained thereafter.
- 1.2. A copy of the By-Laws will be available in electronic format, via the GSU website, to all members of the GSU at all times.
 - 1.2.1. This information will be told to the General Members at each Semi-AGM.

2. Operations and Manuals

- 2.1. The GSU shall operate in accordance with, but not limited to:
 - 2.1.1. The GSU Constitution and By-Laws
 - 2.1.2. Applicable sections of the University Policies and Procedures Manual
 - 2.1.3. The BOD Manual
 - 2.1.4. The GSU Policies and Procedures Manual
 - 2.1.5. The Executive Assistants Manual
 - 2.1.6. Additional employment manuals
- 2.2. These manuals shall be updated every year, as necessary (except for the University's Policies and Procedures Manual) according to the Articles and By-Laws, and by direction of the EC.

3. Duties of the Executive Council

- 3.1. In addition to duties contained in these By-Laws, all Executive Directors shall perform other duties at the direction of the BOD.
- 3.2. All Executive Directors shall adhere to the legislation of the BOD on all matters pertaining to their individual duties and on all matters engaged as a group.
- 3.3. Any Executive Director may delegate authority with the approval of the Executive Council.
- 3.4. Each member of the EC shall:
 - 3.4.1. Address any issue pertaining to graduate students, under their respective areas, that
 - 3.4.1.1. Can be negotiated with University bodies with a view to improvement of services or structure,
 - 3.4.1.2. Surface from time to time in the University community that directly affect graduate students,
 - 3.4.1.3. Are incorporated in University policy and/or procedures that are inefficient or otherwise to the completion of a graduate degree ,or that are not acceptable by the graduate student body (General Membership);
 - 3.4.2. Be responsible for training all incoming Executive Directors, including but not limited to:

- 3.4.2.1. The preparation of a handover package for their specific office, which includes their written duties and responsibilities, explanation of these duties and responsibilities, contact information, committee involvement, and current and past projects of the specific office,
 - 3.4.2.2. The handover package must be submitted to the Chief Returning Officer at the BOD meeting immediately before the Spring Annual General Meeting or within one week of removal/ resignation from the position,
 - 3.4.2.3. Failure to comply with subsection 3.4.2.1 of Bylaw 3.4.2, will result in the final salary instalment not being received by that Executive Director until the handover package is received by the incoming Executive Director.
 - 3.4.3. Be available to graduate students via open communication channels that may include, but are not limited to, email, office hours and telephones;
 - 3.4.4. Search out potential Academic Representatives and Committee members for the GSU;
 - 3.4.5. Provide a written report to the BOD seven (7) days prior to each BOD or General Meeting, which shall include:
 - 3.4.5.1. Summaries of all meetings attended,
 - 3.4.5.2. Summaries of current events and issues,
 - 3.4.5.3. A statement and dates of any absences from campus during the period between BOD meetings;
 - 3.4.6. Consult with the GM on any issue that is under the Manager's jurisdiction or may be under the Manager's jurisdiction.
- 3.5 The Executive Director of External Affairs shall:
- 3.5.1 Represent the GSU within the university community, in any and all areas necessary to ensure effective representation of graduate students;
 - 3.5.2 Serve as a liaison between the GSU and other unions and organizations on campus, including, but not limited to, MUNSU, TAUMUN, LUMUN, and other labour unions;
 - 3.5.3. Be one (1) of the GSU representatives on the Senate;
 - 3.5.4. Be the GSU representative on the Executive Committee of Senate;
 - 3.5.5. Be the GSU representative on the Academic Council of the School of Graduate Studies;
 - 3.5.6. Chair the Employment Relations Committee, Graduate Student Development Fund Committee, and the Facilities Management Board;

3.5.7. Be a member of the Finance Committee and Constitution Committee;

3.5.8. Act as a liaison between the Academic and Facilities divisions of the GSU
3.5.9. Work in consultation with the General Manager and Human Resources Manager in all aspects of Facilities management, including Bitters, the residence, and all physical resources in Feild Hall;

3.5.10. Chair weekly Facilities meetings with the GM, HRM, and EDF;

3.5.11. Be responsible for hiring the GM and HRM in consultation with the executive, and ensuring that training is provided;

3.5.12 Assume the responsibilities of any absent Executive Director or vacant Executive Council position, or to ensure that these responsibilities are fulfilled by some other means;

3.5.13 Coordinate with HRM in scheduling sexual harassment training for Bitters staff and the BOD in the fall of each academic year;

3.5.14 Schedule and chair weekly meetings of the executive.

3.6. The Executive Director of Academic shall:

3.6.1. Be responsible for the guidance and affairs of the GSU in the absence of the Executive Director of External Affairs;

3.6.2. Ensure adequate graduate student representation on the boards, committees, and faculties of the University;

3.6.2.1. Should some positions remain empty following the Spring AGM, the out- going EDA is responsible to ensure that they be filled by general members.

3.6.3. Ensure that academic and non-academic unit director positions on the BOD are filled. In order to assist in this task, the EDA shall publish and advertise a list of academic units currently recognized as having seats on the BOD every September, as well as from time to time during his/her tenure. This list will make clear which academic units are currently served by Elected Directors and which ones are vacant;

3.6.4. Encourage the collection of input from graduate student representatives on the boards, committees, and faculties of the University;

3.6.5. Be one (1) of the GSU representatives on the Senate;

3.6.6. Be the GSU representative on the Academic Council of the School of Graduate Studies;

3.6.7. Be the GSU representative on the Academic Council Executive of SGS;

3.6.8. Be the GSU representative on the Senate Committee on Academic Appeals;

- 3.6.9. Be aware of the academic needs of the graduate students of each department through active communication with the Academic Unit representatives;
 - 3.6.10. Provide a support network or access to same for graduate students in academic disputes, needs, or otherwise;
 - 3.6.11. Chair the Academic Committee of the GSU;
 - 3.6.12. The EDA will organize a workshop during Gradfest and Winterfest which will highlight the various academic-related services offered by the GSU and the University. This workshop will be advertized with a special budget of one hundred Canadian dollars (\$100 CAD).
- 3.7. The Executive Director Finance and Services shall:
- 3.7.1. Be responsible for the guidance and affairs of the GSU in the absence of the Executive Director of External Affairs and the EDA;
 - 3.7.2. Work in conjunction with, but not usurp the authority of the GM;
 - 3.7.3. Act as an agent for the BOD in overseeing any properties, as defined in Article 3, owned totally or in part, leased, or similar, by the GSU in accordance with the policies of the BOD;
 - 3.7.4. Supervise all GSU Administrative accounts held through the Financial and Administrative Services of the University;
 - 3.7.5. Oversee all matters pertaining to security of files, equipment, and similar in accordance with, but not limited to, any relevant sections of the GSU Policies and Procedures Manual;
 - 3.7.6. In consultation with the University Financial and Administrative Services and/or any GSU managers, supervisors, and/or the Finance Committee, make recommendations concerning financial policy to the BOD;
 - 3.7.7. Review the accounting procedures from time to time with a view towards improving them, in consultation with the GM and/or appropriate individuals;
 - 3.7.8. Cooperate directly with the GM of the GSU to:
 - 3.7.8.1. Keep clear and accurate records of all financial transactions of the GSU,
 - 3.7.8.2. Prepare and present statements of the accounts at the request of the BOD,
 - 3.7.8.3. Lead in the preparation of the estimates of the budgets for the various units of the GSU,

- 3.7.8.4. Review the collection of GSU Academic Fees in cooperation with the Financial and Administrative Services of the University,
- 3.7.8.5. Review and authorize all Travel Claim applications as they are received and ensure accurate records of all successful applicants are retained on file,
- 3.7.8.6. Be responsible for the collection of all GSU Life Membership Fees;
- 3.7.9. Upon receipt of an official notice from an organization that the GSU holds a membership in, ensure the timely payment of those membership dues;
- 3.7.10. Upon receipt of an invoice for registration fees for official GSU Conference Representatives, ensure the timely payment of those fees;
- 3.7.11. Chair the Finance Committee of the GSU;
- 3.7.12. Chair the Health & Dental Plan Committee of the GSU;
- 3.7.13. Be the GSU representative on the Senate Planning and Budget Committee;
- 3.7.14. The EDFS will organize a workshop during Gradfest and Winterfest which will highlight the various academic-related services offered by the GSU and the University. This workshop will be advertized with a special budget of one hundred Canadian dollars (\$100 CAD).
- 3.8. The Executive Director of Communication shall:
 - 3.8.1. Be responsible for all typewritten and electronic records of the GSU;
 - 3.8.2. Oversee all minutes, reports, and similar including, but not limited to, all meetings of the EC, the BOD, Committees, and General Membership, and to make sure such minutes, reports, etc. are presented to said bodies for approval at subsequent meetings;
 - 3.8.3. Immediately incorporate any enactments, amendments or repeals of the Articles or enactments, amendments, repeals, or suspensions of the By-Laws of this Constitution approved by the BOD or General Membership, and
 - 3.8.3.1. Make the updated document available upon request,
 - 3.8.3.2. Strive to eliminate any outdated editions of the Constitution;
 - 3.8.4. Notify all applicable members of the time and place of all BOD meetings and General Meetings of the GSU and to provide them with an agenda approved by the respective body;
 - 3.8.4.1. Notification of meetings of any Standing or Ad-Hoc Committees is the responsibility of the Chair of that committee.

- 3.8.5. Prepare and maintain all filing systems of all minutes, reports, correspondence, or other records as outlined in the GSU Policies and Procedures Manual that pertain to anybody of the GSU;
 - 3.8.6. Be responsible for all dealings with external agencies for the Academic Division of the GSU;
 - 3.8.7. Make recommendations to the BOD on all aspects of publicity;
 - 3.8.8. Keep informed of external affairs which relate to graduate students and to report such to the BOD;
 - 3.8.9. Foster communication among graduate students by utilizing campus media in order to keep graduate students informed;
 - 3.8.10. Organize and maintain the GSU notice boards;
 - 3.8.11. Chair the Steering Committee of the BOD;
 - 3.8.12. Chair the Constitutional Committee;
 - 3.8.13. Chair the External Relations Committee;
 - 3.8.14. Be the GSU representative on the Appeals Committee of the School of Graduate Studies;
 - 3.8.15. Plan, organize and coordinate the Aldrich Interdisciplinary Conference and in conjunction with, but not usurping the authority of, the School of Graduate Studies the Aldrich Interdisciplinary Lecture
 - 3.8.16. The EDC will organize a workshop during Gradfest and Winterfest which will highlight the various academic-related services offered by the GSU and the University. This workshop will be advertized with a special budget of one hundred Canadian dollars (\$100 CAD).
 - 3.8.17. Be ultimately responsible for the GSU online forums.
- 3.9. The Executive Director Campus Life shall:
- 3.9.1. Prepare in consultation with the EDFS and the Finance Committee an estimate of expenditures for all planned social events funded by the Academic Division of the GSU;
 - 3.9.2. Cooperate with the GM for events sponsored by the GSU Academic Division, concerning:
 - 3.9.2.1. Booking and operating any event,

- 3.9.2.2. Ordering purchasing, and/or delivery of all foods, beverages, or other materials not normally available through the Facility that are required for the execution of any event;
- 3.9.3. Negotiate with the GM and/or the FMB any remuneration, contracts, sponsorships, or agreements that may occur from said events with a view towards reasonable compensations for both divisions of the GSU;
- 3.9.4. Ensure at least one member of the Social Events Committee is present at each social event sponsored by the Academic Division of the GSU, and for that person to be responsible for the organization and running of the event;
- 3.9.5. Plan, organize and coordinate Fall and Winter Gradfest;
- 3.9.6. Chair the Graduate Student Awards Committee;
- 3.9.7. Be the GSU representative on the SGS Graduate Student Orientation Committee;
- 3.9.8. Foster interactions between graduate students and faculty across disciplines, both socially and recreationally;
- 3.9.9. Serve as a liaison between the GSU and the Office of Student Affairs and Services to ensure that all graduate students are cognizant of the programs and services available to them;
- 3.9.10. Annually prepare a list of all clubs, societies, and resource centres recognized by the GSU
 - 3.9.10.1. This list shall be submitted to the BOD and publicized to the General Membership.
- 3.9.11. Coordinate the ratification of new clubs, societies and centres by the GSU;
 - 3.9.11.1. Act as an advisor for these organizations to optimize their service to graduate students;
 - 3.9.11.2. Act as the liaison for Intramural Athletics;
- 3.9.12. Chair the Social Events Committee.
- 3.9.13. Considering the suggestions of the EDA, EDFS, and EDC, the EDCL will set aside blocks of time during Gradfest and Winterfest for the workshops organized by the EDA, the EDFS, and the EDC. The EDCL will also help advertize these various sessions.

4. Duties of Representatives on External Committees

- 4.1. Attend all meetings of the committee on which they sit;
- 4.2. In the event that they are unable to attend a meeting of the committee, ensure that a delegate attends on their behalf (if permitted by said committee);
 - 4.2.1. Should a representative fail to attend, or send a proxy to (when permitted by said committee), three (3) meetings, then that representative will be removed from the committee.
- 4.3. Be responsible for forwarding a copy of the agenda and minutes of each committee meeting to the Executive Assistants;
- 4.4. Complete and submit the required External Committee forms provided by the VP Academic;
- 4.5. When appropriate, communicate matters of particular importance to the BOD.

5. Duties of Executive Assistants

- 5.1. Be responsible for the day-to-day operation of the GSU office(s) as outlined in the Executive Assistant's Manual.

6. Elections

- 6.1. The BOD shall appoint a Chief Returning Officer (CRO) at the September BOD meeting to oversee all GSU elections and by-elections for that academic year. The CRO will be remunerated two hundred and fifty Canadian dollars (\$250 CAD) for the fall semester and five hundred Canadian dollars (\$500 CAD) for the winter semester.
- 6.2. The responsibilities of the CRO shall be as follows:
 - 6.2.1. To receive nomination forms, announce candidates, publicize the election, announce the results and undertake any other duties required to carry out elections, by-elections and/or referenda in accordance with the GSU Constitution, Bylaws and Electoral Policy.
 - 6.2.2. Informing members of the GSU of electoral results, through e-mail to the general GSU List-Serv immediately following the counting of the ballots, and by other means as deemed suitable by the Electoral Committee (including the GSU Website).
 - 6.2.3. Ensuring that candidates receive a copy of the GSU Constitution, Bylaws and Electoral Policy prior to the start of campaigning.
- 6.3. The Electoral Committee (EC) shall be struck at the February BOD Meeting. Where by a chair for this committee shall be also appointed by the BOD. In the case where all Executive Directors decline the position of chair, it is the EDC's responsibility to find volunteers not running for office from the membership of the union prior to this meeting by a call to all general members.

- 6.3.1.1. None of the members of the EC shall be eligible to run for a position. No person who has chaired the Electoral Committee in an election year shall run for office.
 - 6.3.1.2. The Committee shall work with the CRO to coordinate the election, which will include: seeking candidates for election, coordinating logistics, and adjudicating appeals.
 - 6.3.1.3. Nominations shall be opened on the second Wednesday of March every year.
 - 6.3.1.4. Nomination forms shall be received by the GSU General Office no later than 4:00PM on the third (3rd) Wednesday of March. At this time, nominations shall close, and nominations for elected positions shall not be accepted after this time. In the event the University is closed for part or all of this day, the close of the nominations period shall be 4:00PM on the following business day.
 - 6.3.1.5. Any position which remains without a candidate after the close of nominations can have nominations submitted on the floor at the Spring AGM.
 - 6.3.1.6. Nomination forms for executive positions shall include the name of the candidate, nominator, seconder, and be accompanied by at least 10 other signatures, all of which must be current members of the GSU. All signatures shall be accompanied by a valid student number.
 - 6.3.1.7. All candidates must be current regular members of the GSU.
- 6.4. Candidates for the EC, and the positions of Senator and Regent, may conduct campaigns in accordance with the following GSU Electoral Policy:
- 6.4.1. All campaigning materials and media shall be verified and approved by the CRO prior to their publication and distribution. Requests should be submitted via email or in person (in writing) at the GSU General Office during its hours of operation. Such requests shall be considered by the CRO within two days.
 - 6.4.2. Each candidate will have a seventy-five Canadian dollar (\$75 CAD) limit for their campaign. This amount is not to be exceeded or supplemented, and no other expenditures are permitted. All campaign-related expenditures must be purchased/produced exclusively at the MUNSU Copy Centre (located in the University Centre). The business day following the closing of nominations, a seventy-five Canadian dollar (\$75 CAD) account will be opened at the Copy Centre for each candidate. Should the Copy Centre be unavailable, the decision will be at the discretion of the CRO. No other costs may be incurred by the candidate for their campaign.
 - 6.4.3. Only electronic media available at no cost to all general members shall be allowed. Personal websites (at no cost) are allowed, as are messages distributed via social media platforms (ex. Facebook pages) dedicated to your campaign. No campaigning is

allowed to go through a social media site that is not intended for the sole purpose of campaigning for this election. Candidates are allowed to invite people to their campaign site(s) but CANNOT link their campaign site(s) via other social media sites (ex. Facebook pages/groups) and/or spam random people to join their campaign site(s). All text for the above sites must be approved by the CRO, and the CRO must be added as an administrator to any social media sites (ex. Facebook pages or groups) for monitoring purposes. The CRO reserves the right to close any campaign related social media pages operated by candidates that violate elections rules and regulations.

- 6.4.4. Candidates may be interviewed by The Muse, CHMR Radio, and all other mass media sources available at no cost to all general members, but shall not incur costs for airtime or publication.
- 6.4.5. Each candidate will be given the opportunity to provide the CRO with a campaign message (maximum 500 words), which will be distributed to the General Membership via the GSU Website and the GSU List-Serve. The GSU List-Serve and the GSU BOD List-Serve may be not used by individual candidates for campaigning purposes.
- 6.4.6. GSU establishments/services shall not endorse any candidates in GSU elections. No campaign materials shall be used in Feild Hall, and no campaigning will be conducted on the second floor or in the Feild Hall residence.
- 6.4.7. Candidates who leverage other public/institutional positions they may hold to forward their campaign interests (ex. current GSU executives and TAUMUN executives) will be subject to elections penalties. Depending on the severity of the offense (i.e. using organizational resources to create campaign materials and/or distribute campaign materials) candidates may face immediate disqualification.
- 6.4.8. Candidates may speak on their own behalf during the Spring AGM, or have a prepared statement read. The length of speeches shall be determined by the CRO in advance of the meeting. A brief question period shall follow each round of speeches.
- 6.4.9. Violations of the Articles, Bylaws, and Regulations regarding Elections must be reported to the CRO via email no later than ten (10) days following the close of the polls.
- 6.4.10. Election violations shall be dealt with according to a point system. Exceeding 9 points during the course of the election shall result in disqualification. Violations shall be penalized, at the discretion of the CRO and the Electoral Committee. Serious offences (such as intimidating voters, using institutional list-serves, using non-approved campaign materials, slandering other candidates, purposely obstructing another candidate's campaign, damaging university property or personal property) can result in immediate disqualification. Other, more minor offences may result in the loss of a single point.
- 6.4.11. Offences may include, but are not limited to, the use of non-approved campaign materials; spamming social media sites and users, distributing messages via

institutional list-servs, abusing other public or institutional positions the candidate may hold, slandering other candidates; purposely obstructing another candidate's campaign (defacing, taking down, or otherwise rendering ineffective campaign materials); damaging university property or personal property;

- 6.5. Elections shall commence when the Spring AGM is called to order, and shall continue for a period of two days following the Spring AGM to be closed on the second day at 4:00PM. In case of a failure of the online voting system, polls shall close at the discretion of the CRO. The voting process shall be overseen by the CRO in conjunction with the Electoral Committee.
 - 6.5.1. No active campaigning can continue during the voting period. Candidates are not required to remove elections materials, but they CANNOT distribute any further materials during the elections period.
 - 6.5.2. Voting shall be conducted by secret ballot, via a secure electronic voting system approved by the BOD.
 - 6.5.3. A record of all graduate students who have submitted an electronic ballot shall be kept for a period of one calendar year.
 - 6.5.4. The results are to be tabulated and validated by the CRO immediately following the closing of the polls.
- 6.6. Voting shall be conducted with the following ranking system:
 - 6.6.1. Voters shall be asked to rank the ballot choices, with 1 being best, 2 being 2nd best, etc. A voter may rank as many or few of the choices as they wish, so long as they do so sequentially (i.e. without skipping a rank).
 - 6.6.2. When tabulating votes, only top-ranking votes (i.e. '1' rankings) shall initially be counted. If one choice receives >50% of these votes, they shall be declared winner. If no choice receives >50% of these votes, then the choice with the fewest votes will be eliminated, and those ballots with this choice ranked as #1 shall be redistributed to their next-ranked choice. If such a ballot has no other choice ranked, then it shall be removed from tabulation. This process of elimination of the choice with the fewest ballots and reallocation of its ballots shall continue until one choice receives >50% of the available ballots.
 - 6.6.3. In the event of a tie between two choices with the fewest ballots, the tie shall be broken by eliminating the one with the fewest next-number ranked ballots. e.g., If a tie exists for fewest 1-ranked ballots cast between choices A and C, then whichever has the fewest 2-ranked ballots in the total pool of remaining ballots shall be eliminated. The choice which obtains the plurality of the vote shall be considered the winning choice. In the event that two or more choices each receive the highest number of votes, the tie shall be broken via an unbiased mechanism determined by the CRO.

6.6.4. In the event of only one candidate being nominated for a position, he or she shall be declared elected by acclamation by the EC after the official closing of the polls.

6.6.5. The CRO shall count the ballots in the presence of the EC. Each candidate for election may select a scrutineer. Candidates cannot be scrutineers.

6.6.6. All other representatives serving on university committees or councils may be filled by volunteers from those attending the Spring AGM. Should any position remain vacant following the Spring AGM, the EDA is responsible for ensuring that they be filled by general members.

6.6.7. The newly elected (or acclaimed) EC members shall take office on May 1st following the official announcement of results.

6.7. By-elections

6.7.1. By-elections will be held in accordance with the procedures established for general elections. Timing for by-elections shall be similar to that of general elections and be set by the EC.

6.7.2. By-elections are not required in the two months prior to the Spring AGM.

7. Standing Committees of the Board

7.1. The Standing Committees of the BOD shall be formed at the first BOD Meeting after the Spring Semi-AGM.

7.2. The following list is all of the Standing Committees and the respective chairs for each committee:

7.2.1. Health and Dental Plan Committee	EDFS
7.2.2. Constitution Committee	EDC
7.2.3. Finance Committee	EDFS
7.2.4. Academic Committee	EDA
7.2.5. Social Events Committee	EDCL EXECUTIVE DIRECTOR OF EXTERNAL AFFAIRS
7.2.6. Legal Committee	AFFAIRS
7.2.7. External Relations Committee	EDC

7.2.8. Graduate Students Award Committee	EDCL
7.2.9. Aldrich Committee	EDC EXECUTIVE DIRECTOR OF EXTERNAL AFFAIRS
7.2.10. Employment Relations Committee	AFFAIRS
7.2.11. Steering Committee	EDC

- 7.3. In the event that any of these positions cannot be filled from the elected BOD, the BOD may search for and appoint any member of the GSU as Chairperson or member of any Standing Committee.
- 7.4. The Chairperson of the Standing Committee shall be empowered to search for and appoint members of the Standing Committee from the General Membership.
- 7.5. The names and addresses of all members of the Standing Committee must be presented to the BOD for ratification and must be given to the VPC for archiving.
- 7.6. The GSU Executive Director of External Affairs shall be an ex-officio member of the Standing Committees of the BOD.

8. Ad Hoc Committees of the Board

- 8.1. The BOD, EC, or any Standing Committee may form Ad Hoc Committees at any time as deemed necessary.
 - 8.1.1. The Ad Hoc Committee shall report to that body under which it was formed.
- 8.2. Ad Hoc Committees shall be subject to the pertinent By-Law(s) concerning Standing Committees.
- 8.3. The final report of any Ad Hoc committee shall be submitted in writing to the Board or Committee under which it was formed at least two (2) days before it is officially presented.
- 8.4. After the final report of an Ad Hoc Committee has been accepted, the committee shall be deemed to have been dissolved.
- 8.5. The EDA shall keep records of all Ad Hoc Committees, and the Chairs of said committees, and will ensure that these Committees meet at least one (1) time per month or are disbanded as needed.

9. Attendance at Meetings

- 9.1. Any Executive Director or Elected Director who fails to attend three (3) BOD Meetings, Semi-AGM, or EGM, within a one (1) year period from the start of their position, or any representative of the BOD on another committee who fails to attend three (3) meetings of that committee, within a one (1) year period from the start of their position, shall, unless the BOD be informed of a satisfactory reason for such failure to attend, be assumed to have resigned his/her position on the BOD and/or the committee which he/she is representing the Union.
 - 9.1.1. For each absence after three (3) the extenuating circumstances for such a failure to attend must be reported to the BOD at which time a 2/3 majority vote of BOD members present for such a vote is necessary in order for the individual to maintain their position.
- 9.2. Any Executive Director or Elected Director who fails to attend two (2) BOD Meetings, Semi-AGM, or EGM, or any representative of the BOD on another committee who fails to attend two (2) meetings of that committee, shall be notified in writing of the contents of By-Law 9.1 above and be asked to notify the BOD in writing of their reasons for their failure to attend.
- 9.3. Department representatives that cannot attend a BOD meeting may send a proxy to serve in their stead.
 - 9.3.1. Such proxies will have all rights and privileges of the regular representative that they are replacing for that particular BOD meeting including the right to make and second motions as well as the right to vote.
 - 9.3.2. The use of proxies does not negate the need of the representative to explain their absence as detailed in By-Laws 9.1 and 9.2 above.

10. Clubs, societies and resource centres

- 10.1. Clubs, societies, and resource centers shall be recognized by the GSU upon
 - 10.1.1. submission of the following to the VP Internal for consideration:
 - 10.1.2. the names and signatures of at least ten (10) members that are General Members,
 - 10.1.3. a constitution,
 - 10.1.4. a mission statement for the organization if one is not included in the constitution,
 - 10.1.5. and an up to date list of all executive members including names, student number, and contact details.

10.2. The applications submitted to the EDCL for consideration will be submitted to the Social Events Committee for review.

10.2.1. The Social Events Committee will supply the BOD with a list of applications for clubs, societies, or resource centers at each monthly BOD meeting for approval.

10.3. Recognized clubs, societies, and resource centers of the GSU shall be ratified at each Semi-AGM by submitting a ratification form to the Social Events Committee.

10.3.1. Application for ratification shall be submitted to the EDCL and should include:

10.3.1.1. an up to date list of all executive members including names, student numbers, and contact details,

10.3.1.2. a list of events and activities that occurred since the last ratification,

10.3.1.3. a list of future events and activities being planned,

10.3.1.4. and an updated copy of the club, society, or resource group's constitution.

10.4. The Social Events Committee will review these reports and ratify recognized clubs, societies and resource centers for the current semi-AGM.

10.5. If a recognized club, society, or resource center of the GSU fails to become ratified for three (3) consecutive semi-AGM's, the club society or resource center will no longer be recognized by the GSU. At this point the club, society or resource group will need to follow the recognition process as outlined in By-Law 10.1.

10.6. A list of recognized clubs, societies and resource centers of the GSU shall be:

10.6.1. submitted to the BOD, and

10.6.2. publicized for the General Membership by the VP Internal no later than one (1) month after each Semi-AGM.

10.7. Recognition of any club, society, or resource center of the GSU may be revoked by

a 2/3 majority vote of BOD members at any regular meeting

11. Honoraria

11.1. Elected Directors who are active members on any committees, sub-committees or ad-hoc committees of the GSU, or the university at large as a representative of Memorial's graduate students, are eligible for a personal incentive totalling one hundred Canadian dollars (\$100.00 CAD) per semester (noncumulative) provided they:

11.1.1. Attend all BOD Meetings and General Meetings held in a given semester, exclusive of Special BOD Meetings or EGMs, or

11.1.2. Attend all but one of the BOD Meetings and General Meetings held in a given semester, exclusive of Special BOD Meetings or Extraordinary General Meetings; send an appointed delegate to the meeting they do not attend; and present a written letter explaining their absence to the BOD.

11.1.3. Attend all meetings of the governing body to which they are elected.

11.1.4. Sit on and at least one University or GSU committee and attend all the meetings as the GSU representative.

11.2. By-Laws 14.1 and 11.1 notwithstanding, an honorarium in the amount of no more than three hundred Canadian dollars (\$300 CAD) may, upon approval of the BOD, be awarded to such EC members, BOD members, or other members of the GSU who have made an outstanding contribution to the GSU. Such an honorarium may be considered above and beyond the remuneration already received, and each individual award shall be considered on its own merits.

11.2.1. These honoraria shall be processed for payment immediately following approval or as stipulated by the BOD.

11.2.2. No more than one such honorarium per month may be granted to any single individual.

12. Conference Aid

12.1. The GSU shall provide an amount, not less than 16% and not more than 20% of the total GSU academic budget for that fiscal year, for the award of grants to cover expenses incurred by GSU members while attending conferences.

12.1.1. All GSU Members are eligible to receive up to two hundred fifty Canadian dollars (\$250 CAD) per Masters Degree program or up to five hundred Canadian dollars (\$500 CAD) per PhD program to aid in conference-related costs.

12.1.1.1. Students may choose to split this amount over several conferences, rather than applying for the entire sum at once. Thus, conference funding may be available more than once during a graduate program.

12.1.2. Students are eligible for up to one hundred fifty Canadian dollars (\$150 CAD) of the aforementioned funding for: research trips, field trips, in province

conferences, conferences at which they are not presenting, workshops, societal meetings or seminar series that are related to their academic program.

- 12.1.3. Such aid is not guaranteed and is contingent upon the availability of funds and the submission of a complete application package.
- 12.1.4. Such aid is available only after the conference is completed.
- 12.1.5. Additional criteria, policies, and procedures governing Conference Aid shall follow those outlined in the GSU Policies and Procedures Manual.
- 12.1.6. The availability of Conference Aid shall be advertised at the beginning of each semester.

13. GSU Grant Applications

- 13.1. The GSU shall provide an amount, not less than 5% and not more than 13% of the total GSU academic budget for that fiscal year, for the expressed purpose of providing funding for graduate students within academic units: graduate student societies or groups, or any other GSU recognized club, society or resource centre. A maximum of one third of the funds shall be allocated for each semester of the fiscal year.
 - 13.2.1. Requests for funding shall be reviewed at the discretion of the Finance Committee, upon completion of the GSU Grant Application Form.
 - 13.1.1.1. The review process shall follow the guidelines for grant applications as presented in the GSU Policies and Procedures Manual.
 - 13.1.1.2. Grants shall not typically exceed five hundred Canadian dollars (\$500 CAD) per year.
 - 13.2.2. The BOD shall approve any Finance Committee recommendation of any grant, or total combination of grants, from a single applicant as soon as their total grants for that fiscal year exceed, or may exceed, five hundred Canadian dollars (\$500 CAD).
 - 13.2.3. Grant application submissions shall be presented by the applicant to the Finance Committee in an appropriate, professional, and formal manner in a reasonable amount of time prior to the event date. The applicant shall give a further presentation outlining the expenditure of the grant within two (2) months after the event date, when requested by the Finance Committee. This post-event presentation shall be given to the BOD.
 - 13.2.4. All policies, procedures and regulations, explicit or implicit, contained within the Grant Application Form must be followed. Any breach of these policies, procedures or regulations shall constitute a breach of contract.

- 13.2.5. The Finance Committee may postpone funding decisions pending committee research into whether items or projects can be purchased or accomplished in a more cost effective way.
 - 13.2.6. The Finance Committee shall purchase items whenever possible in order to take advantage of the GSU's purchasing power and HST refunds.
 - 13.2.7. Applications must be signed by the applicant, who shall accept all responsibility, legal or otherwise, for any grant that may be awarded.
 - 13.2.8. New funding criteria must be approved by the BOD and incorporated into the Policies and Procedures Manual.
 - 13.2.9. The Finance Committee shall provide the BOD with a list including, but not limited to, the grant amount(s) awarded and project title(s), of all successful applicants.
- 13.3 New: Professional Development Grants (PDGs) are designed to improve access to professional workshops and seminars for students.
- 13.3.1 New: Requests for funding shall be reviewed and approved at the discretion of the Vice Executive Director of External Affairs Finance, upon completion of the PDG application form and provision of associated receipts.
 - 13.3.2 New: PDG funding shall not exceed one hundred Canadian dollars (\$100 CAD) per Masters' program or two hundred Canadian dollars (\$200 CAD) per PhD program for the duration of their program. This amount may be spread over several events.
 - 13.3.3 New: All policies and regulations, explicit or implicit contained within the PDG application form must be followed. Any breach of these policies, procedures and regulations shall constitute a breach of contract.

14. Additional GSU Club Funding

- 14.1. Requests for additional funding by recognized clubs, societies or resource centres shall be reviewed upon completion of the GSU Grant Application Form as outlined in By-Law 16 with the following exceptions:
 - 14.1.1. Grants for such clubs and societies typically shall not exceed two hundred fifty Canadian dollars (\$250 CAD) per fiscal year;
 - 14.1.2. These funds are to be drawn from the amount set aside in By-Law 13

15. Charitable Contributions

- 15.1. Each year fifteen hundred Canadian dollars (\$1500 CAD) shall be donated to the Campus Food Bank. The Graduate Student Development Fund shall be used to

subsidize this donation up to fifteen hundred Canadian dollars (\$1500 CAD) should fund-raising efforts prove insufficient.

16. Health and Dental Plan Administrator

16.1. As per the GSU GM job description, the GM shall also act as the Health and Dental Plan Administrator. For this work the academic division of the GSU shall remunerate his or her services as per the contractual agreement.

Standing Resolutions of the Board of Directors

1. Meetings

1.1. Two members from The MUSE are permitted to attend BOD meetings.

2. Labour Union Support

2.1. The Graduate Students' Union of Memorial University of Newfoundland shall formally support the Teaching Assistants' Union of the Memorial University of Newfoundland (TAUMUN).

2.2. The Graduate Students' Union supports and participates in the campaign to unionize lecturers and per-course-instructors (the Lecturers' Union of Memorial University of Newfoundland – LUMUN).

3. GSU Staffing Policy

3.1. Drinking among workers can threaten public safety, impair job performance, and result in costly medical, social, and other problems affecting employees and employers alike. Besides these issues, employees of the Graduate Students' Union represent the GSU to its members and the general public on a daily basis. For these reasons the consumption of drugs or alcohol while at work is strictly prohibited during official work hours of employees of the Graduate Students' Union of Memorial University of Newfoundland.