

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

(Incorporated 1971) Date of Revision: 26 February 2020
Graduate Students' Union,
Prince Philip Drive, Room GH-2007,
Memorial University of Newfoundland,
St. John's, Newfoundland,
A1B 3R5

Table of Contents

Definitions	3
Articles of the Constitution	4
1. Article 1: Name, Aim and Objectives	4
2. Article 2: Membership	5

3.	Article 3: Corporate Structure	6
4.	Article 4: Directors	8
5.	Article 5: Executive Directors Wages	12
6.	Article 6. Duties of Directors	12
7.	Article 7: Committees	13
8.	Article 8: Meetings	16
9.	Article 9: Quorum	20
10.	Article 10: Membership	21
11.	Article 11: Amendments	22
12.	Article 12: Referenda	23
13.	Article 13: Finances, Share Capital and Distribution of Corporate Property	24
14.	Article 14: Loan Repayments	27
15.	Article 15: Conflict of Interest Guidelines	27
16.	Article 16: Censure, Reprimand and Vote of Non-Confidence	27
17.	Article 17: Standing Resolutions	29
18.	Article 18: Conference Representation	29
19.	Article 19: By-Laws	31
	By-Laws of the Constitution	32
1.	By-Law on By-Laws	32
2.	Operations and Manuals	32
3.	Duties of the Executive Council	32
4.	Duties of Representatives on External Committees	41
5.	Duties of Executive Assistants	42
6.	Elections	42

- 7. Standing Committees of the Board 50
- 8. Ad Hoc Committees of the Board 51
- 9. Attendance at Meetings 52
- 10. Clubs, Associations, Societies, and Resource Centres 53
- 11. Honoraria 54
- 12. Conference Aid 55
- 13. GSU Grant Applications 56
- 14. Additional GSU Club Funding 58
- 15. Charitable Contributions 58
- 16. Health and Dental Plan Administrator 62
- 17. Sustainability 62
- Standing Resolutions of the Board of Directors 59
- 1. Meetings 59
- 2. Labour Union Support 63
- 3. GSU Staffing Policy 60

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 Board of Directors for recognition and received from the Board of Directors 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. GSU will provide membership and services without discrimination because of race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, and spiritual, political and ideological beliefs, sex, gender identity, gender expression, sexual orientation, age, marital status, same-sex partnership status, family status, class, physical appearance or ability.
- 2.2. The membership of the GSU shall be as follows:
 - 2.2.1. All graduate students registered at Memorial University of Newfoundland, hereafter known as "General Members".

- 2.2.2. Post-Doctoral and other Research and Training Fellows may become voting members, with all other applicable rights due to a General Member, of the GSU on payment of the GSU membership fees and subject to the approval of the Board of Directors.
- 2.2.3. Faculty members may become non-voting members of the GSU on payment of the GSU membership fees and with the approval of the Board of Directors.
- 2.2.4. 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. Honorary membership shall be conferred upon any person elected by a majority vote of the General Membership.
- 2.2.5. 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.
- 2.2.6. Faculty members, Honorary Members, and Alumni Life Members shall:
 - 2.2.6.1. Not have voting rights at any GSU assembly,
 - 2.2.6.2. Not be able to move or second motions or resolutions,
 - 2.2.6.3. Be permitted to participate in General Member electronic fora (such as the GSU Listserv),
 - 2.2.6.4. Be permitted to sit on and participate in Ad Hoc committees of the Academic and Faculty Divisions only,
 - 2.2.6.5. Be permitted to attend Semi-Annual General Meetings (SemiAGMs),
 - 2.2.6.6. Be permitted to participate in social events.
- 2.2.7. Students enrolled in the Master 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 the 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 Board of Directors 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 (Facilities Management Board) as set forth by the Lease Agreement for Feild Hall, under the direction of the Board of Directors and the General Membership of the GSU Corporation.
- 3.7. The Graduate Student Facilities Management Board shall:

- 3.7.1. Supervise direct, and control the operation of the GSU Facility Division of the GSU;
- 3.7.2. Advise the Executive Council and the Board of Directors on all major renovation decisions of the GSU Facility Division, however, retain its status as the final decision-making body in regard 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 Facilities Management Board;
- 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 their date of initiation, and who are selected through a majority vote by the General Membership of the GSU,
 - 3.7.5.5. And the Executive Director of Finance (EDFS).
 - 3.7.5.6. And the General manager.
- 3.7.6. If one or both of the Facilities Management Board seats for the Members-at-Large is not filled by election at the Spring Semi-Annual General Meeting, these positions may be filled by appointment and approval of 2/3rds of present Board of Directors members, following procedure outlined in Article 4.11. If one or both of the Facilities Management Board seats for the Members-at-Large is not filled

by the procedure outlined in Article 4.11, the Executive Council shall solicit applications and from those applications appoint a Member-at-Large to the Facilities Management Board, who shall be ratified at the Board of Directors meeting following the appointment.

3.7.6.1. If no one from the Board of Directors is interested or able to fill the position, then the Executive Council shall solicit applications and appoint a member-at-large to the Facilities Management Board; who shall be ratified by the Board of Directors.

3.7.6.2. If the Facilities Management Board seat for the Feild Hall Representative is not filled by election at the Spring Semi-Annual General Meeting, this position may be elected by the residents of Feild Hall.

3.8. Enactments, amendments, or repeals of the By-Laws of the Facilities Management Board must be approved by a two-thirds (2/3) majority vote at the next Semi-Annual General Meeting.

4. Article 4: Directors

4.1. The governing body of the GSU is the Board of Directors 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 Board of Directors meetings

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

4.2.1. Executive Director of External Affairs (Executive Director of External Affairs),

4.2.2. Executive Director of Academic (Executive Director of Academic),

4.2.3. Executive Director of Finance (Executive Director of Finance)

4.2.4. Executive Director of Communications (Executive Director of Communications), and

4.2.5. Executive Director of Campus Life (Executive Director of Campus Life).

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 Board of Directors for recognition and received from the Board of Directors 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 Board of Directors with the exception of the Senate and Regent position, which can be held by other non-executive members

- 4.9. No member shall hold an Executive Director position for longer than twelve (12) months in a GSU fiscal year or serve the Executive Council for longer than twenty-four (24) months in total, regardless of the position they held earlier. These totals shall include time spent as an Appointed Director.
- 4.10. Executive Directors shall be elected at the Spring Semi-Annual General Meeting of each year.
- 4.11. Elected Directors shall be elected:
 - 4.11.1. By the academic unit or constituency group they represent. Constituency based representatives' elections will be organized by the CRO and voted on by the student body at large.
 - 4.11.2. By the Board of Directors-recognized 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.
 - 4.11.5. All elected directors are subject to limits in the number of terms that can be served. Elected directors earning their master's degree or equivalent, they are allowed to serve one (1) year beginning the first day of their term. As well, all elected directors earning their doctoral degree are allowed to serve two (2) years beginning the first day of the terms.
 - 4.11.6. Term limitations apply for as long as the member is a registered student at Memorial University of Newfoundland. Term limits apply whether elected terms are consecutive or staggered."
- 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 a 3-month written notice of resignation to the Board of Directors.
 - 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 resigns from their position, the Board of Directors shall have the option of appointing a person to temporarily fill the position. 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 Board of Directors.
 - 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 one (1) years in one position, and/or a total of two (2) years, may not be re-appointed by virtue of the appointment provision.
 - 4.13.6. Appointed Directors shall be elected by the Board of Directors at the meeting following the decision to appoint, by blind ballot. Time will be allocated at the Board of Directors meeting where voting occurs for candidates to address the Board of Directors.
 - 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 Executive Council shall be dispersed bi-weekly through MUN Financial and Administrative Services as follows:

5.1.1. Each member of the Executive Council 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 their position.

6. 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 Board of Directors Meetings;

6.3.1. Represent their academic unit at regular BoD meetings

6.3.2. Sit on 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. Board of Directors 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 Board of Directors from the governing bodies to which they are elected.

7. Article 7: Committees

- 7.1. The Executive Council and Standing Committees shall:
 - 7.1.1. Be permanent committees of the GSU Board of Directors;
 - 7.1.2. Conduct all business in accordance with the Constitution of the GSU and as directed by the Board of Directors of the GSU;
 - 7.1.3. In the case of the Executive Council:
 - 7.1.3.1. Be composed only of the Executive Council,
 - 7.1.3.2. Be chaired by the Executive Director of External Affairs and, in the absence of the Executive Director of External Affairs, Executive Director of Academics in the order of the assumption of Executive Director of External Affairs duties listed in By- Laws 3.6.1 and 3.7.1;
 - 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 whom 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 the date, time, and location of all committee meetings,
 - 7.3.2. Ensure written reports are submitted for receivership at the Board of Directors 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 Board of Directors 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-Annual General Meeting and to Board of Directors 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 Executive Director of Finance (Chair), the General Manager (General Manager) (Ex-Officio), the Health and Dental Assistant (Ex-Officio), and a minimum of 3 additional members of the Board of Directors.
 - 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 Executive Director of Communications, and its terms of reference shall include:
 - 7.4.2.1. Reviewing all matters constitutional as directed by the Board of Directors,
 - 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 Board of Directors or General Members, and
 - 7.4.2.4. Reporting to the Board of Directors 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 Executive Director of Academic, 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 Executive Director of Campus Life, 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 General Manager on all GSU events to be held in Feild Hall;
- 7.4.6. The External Relations committee shall be chaired by the Executive Director of Communications, and its terms of reference shall include:
 - 7.4.6.1. Recommend to the Board of Directors which political campaigns the GSU will publicly support
 - 7.4.6.2. Shall recommend to the Board of Directors the manner in which the political campaigns should be carried out
- 7.4.7. The Graduate Student Awards Committee shall be chaired by the Executive Director of Campus Life, and its terms of reference shall include:
 - 7.4.7.1. Planning, scheduling, and coordinating the nine (9) Graduate Student Awards to be categorized as follows: three (3) awards per category: Teaching, Research, and Community Service Planning, scheduling, and coordinating the Graduate Student Awards Ceremony;
 - 7.4.7.2. 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;
 - 7.4.7.3. Report to the Board of Directors its decision, however, without requiring Board of Directors approval;

- 7.4.7.4. Advertising, soliciting, and publicizing of the Graduate Student Awards at least two (2) months prior to the anticipated Awards Ceremony Date.
- 7.4.7.5. No member of this committee shall be permitted to apply for an award.

7.5. When the chairperson of a properly constituted Standing Committee of the Board of Directors is not a member of the Executive Council, the Executive Council 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. Board of Directors meetings
- 8.1.3. Executive Council 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-Annual General Meeting shall be held in the month of October, and
- 8.2.2. The Spring Semi-Annual General Meeting 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-Annual General Meeting are to be submitted in writing as a "Notice of Motion" to the Board of Directors no later than five (5) days prior to the Board of Directors meeting immediately preceding a Semi-Annual General Meeting.
 - 8.2.3.1. The "Notice of Motion" must be approved by a 2/3rds majority of the Board of Directors before being added as a motion or agenda item for the General Meeting.

8.2.3.2. A simple resolution can be considered as an “emergency motion” and will be exempt from notice provisions in the event that the motion meets the following criteria:

- i. The motion pertains to an event or issue that has arisen subsequent to the notice deadline for motions; and
- ii. The motion pertains to an imminent and urgent event or issue that requires a resolution prior to the next scheduled general meeting.”
- iii. The “emergency motion” will be accepted for consideration if approved by $\frac{3}{4}$ of the board of directors at the meeting.

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

- 8.3.1. At the discretion of the Executive, by a majority vote of those members present at an Executive Council Meeting;
- 8.3.2. At the discretion of the Board of Directors, by a majority vote of those members present at a Board of Directors Meeting;
- 8.3.3. At the written request of twenty-five (25) General Members of the GSU.

8.4. Board of Directors Meetings shall take place monthly.

- 8.4.1. Regular meetings of the Board of Directors 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 $\frac{2}{3}$ majority. The date of a regular meeting may be changed in special circumstances.
- 8.4.2. In months where a Semi-Annual General Meeting is called the Semi-Annual General Meeting takes the place of the regularly scheduled Board of Directors meeting.
- 8.4.3. At the July Board of Directors 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 Board of Directors to the Executive Director of Finance.

- 8.4.4. The agenda for regular meetings shall be approved by the Executive Council and shall be circulated to members of the Board of Directors by the Executive Director of Communications at least five days prior to the meeting. The Board of Directors 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 Board of Directors.
- 8.4.5. Special Board of Directors Meetings may be called:
- 8.4.5.1. By the Executive Council, or
 - 8.4.5.2. By 1/3 Board of Directors members whose request is submitted to the Executive Director of External Affairs in writing.
 - 8.4.5.3. Special Board of Directors meeting requests should be submitted with a minimum of one (1) weeks' notice.
 - 8.4.5.4. In case of an emergency the Executive Council shall endeavor to provide adequate notice to the Board of Directors.
- 8.5. Executive Council 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 Board of Directors 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 Board of Directors meeting, and
 - 8.6.3. The Chair shall circulate the report of the committee at least one week before a Board of Directors 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 Executive Council, where only Executive Directors shall be present, notwithstanding subsection 6.7.1 above,

- 8.7.2.2. Meetings of the Facilities Management Board, where only Facilities Management Board members shall be present, notwithstanding subsection 6.7.1 above, and
 - 8.7.2.3. Question Period of a Board of Directors Meeting, when General Members may also address the Board of Directors;
- 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 Board of Directors, 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, Board of Directors 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 to conduct a meeting is permitted under special circumstances (e.g. representatives in Grenfell, representatives who are out of town temporarily, or for other reasons approved by the BOD).

- 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 Board of Directors 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 Extraordinary General Meetings, thirty (30) members shall be considered a quorum.
- 9.1.1. If at any Semi-Annual General Meeting or Extraordinary General Meeting, 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 Board of Directors.
- 9.2. For Meetings of the Board of Directors, 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 Board of Directors 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 Board of Directors Members present at that meeting.
- 9.3. For Meetings of the Executive Council, 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 Board of Directors will vote on the matter with a 2/3rds majority vote of Board of Directors members present to pass the motion.

9.4.2.1. In such emergency situations the Board of Directors listserv may be used with deadlines for responses from the Board of Directors 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 Extraordinary General Meetings or any Board of Directors 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 Executive Council.

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 Board of Directors members ratified, no Board of Directors meeting shall take place with less than six Board of Directors 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 Board of Directors.

10.1.1. The annual GSU membership fee shall be used by the Board of Directors 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 favorable mandate from the General Membership, the GSU Board of Directors, through the Executive Council, 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 ByLaws, 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 Executive Director of Communications 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-Annual General Meeting, 11.1.2.

At an Extraordinary General Meeting, 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 Board of Directors, 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 Board of Directors.

12.2. Two months prior to the date of voting, the GSU Executive Council 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 Board of Directors 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 Board of Directors' 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 Board of Directors 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 Board of Directors.
 - 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 General Manager, GSU Executive Director of External Affairs, and Executive Director of Finance shall have signing authority on all accounts. Any other Signing Authorities of the GSU shall be:
- 13.10.1. Voted by the Board of Directors;
 - 13.10.2. For the period of their term of office.
 - 13.10.3. If the GSU Executive Director of External Affairs, Executive Director of Finance, or General Manager positions are unfilled then the Board of Directors 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 Executive Council 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-Annual General Meeting;
 - 13.12.5. Be made available to the General Membership by the Finance Committee two (2) weeks prior to the Semi-Annual General Meeting.
- 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 Board of Directors and the Facilities Management Board;
 - 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 Board of Directors 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 Board of Directors 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-Annual General Meeting and two (2) weeks' notice of the intended Audit vote.
 - 13.16.3. A competitive quote shall be recommended to both the Finance Committee and the General Manager by, at minimum, three (3) accounting/audit firms.
 - 13.16.4. Audit information shall be reported back to the Board of Directors and Facilities Management Board at the Spring Annual General Meeting 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 Board of Directors, except:

- 13.17.1. For the contract with the General Manager which will be a joint venture of the Board of Directors and the Facilities Management Board;
- 13.17.2. For any Facility contracts or leases used expressly for renovations, operations, or similar under the authority of the Facilities Management Board and contained within the Facilities Management Board By-Laws, as long as they do not contradict any other Article or By-Laws of this Constitution;
- 13.17.3. For any Facility contracts used in hiring employees that are employed under the direction of the Facilities Management Board or the General Manager.

14. Article 14: Loan Repayments

- 14.1. Loan repayments to the University shall be under the authority of the GSU Board of Directors as per Article 11.
 - 14.1.1. The GSU shall earmark two Canadian dollars (2CAD) 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 in accordance with the policy set forth by Memorial University.
- 15.2. While holding office, no Executive Director shall serve as an employee of the GSU or Facilities Management Board.
- 15.3. Penalties for contravening the conflict of interest guidelines follow Article 15.

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

- 16.1. The Board of Directors 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 Board of Directors.
 - 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 defense.
 - 16.2.4. The individual charged is considered censured upon a two-third (2/3) vote of Board of Directors members present at the Board of Directors 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 two-thirds(2/3) vote of Board of Directors members present at the Board of Directors 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.
 - 16.2.8. Reasons for bringing up a motion of censure can include but are not limited to conviction of a crime or guilty plea.
 - 16.2.9. Investigation of the conviction of criminal activity shall be held in a private meeting with the HR manager or in case of their absence, the General Manager of the GSU before acting on a motion of censure.

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) weeks prior to the date of the upcoming General Meeting.

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

16.3.1.1. They 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 Board of Directors 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 Board of Directors shall hold office until their successors are elected or appointed.

16.3.2.2. The Board of Directors shall be responsible for organizing elections for a new Board of Directors.

16.3.2.3. Members of the out-going Board of Directors shall be eligible for reelection.

17. Article 17: Standing Resolutions

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

17.2. Standing Resolutions shall be:

17.2.1. Adopted or rescinded upon a two-thirds (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 MUN grounds.
 - 18.3.1. For CFS Annual General Meetings, National Graduate Caucus meeting, and CFS-NL Annual General Meetings, the BOD will choose students from the Board of Directors based on the budget allocated to Conference Representation.
- 18.4. Whenever possible, the Conference Representatives must vote according to the direction of the Board of Directors on all motions. If direction from the Board of Directors 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 Board of Directors 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 Board of Directors listserv at least one (1) week before the Board of Directors meeting immediately after a representative's return date, provided that the Board of Directors meeting is not within 12 days of the return date. If this is the case, the report must be submitted to the Board of Directors listserv no later than three (3) weeks after the return date.
 - 18.6.2. Written reports must include how representatives voted on motions and the results of these motions.
 - 18.6.3. Oral presentations to the Board of Directors shall be no longer than 20 minutes, with a question period following, and shall occur at the Board of Directors 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 Board of Directors, and reconsideration for attendance at future conferences will be considered by the Board of Directors 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-Board of Directors 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 Board of Directors 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.
- 18.7.3. Applications may be taken after the deadline or a re-advertisement completed at the discretion of the Board of Directors where applicants fail to meet the abovementioned criteria.

19. Article 19: By-Laws

- 19.1. All decisions of the Board of Directors 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 the 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 Board of Directors, 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 Board of Directors.

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 shall be available in electronic format, via the GSU website, to all members of the GSU at all times.
 - 1.2.1. This information shall be communicated to the General Members at each SemiAnnual General Meeting.

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 Board of Directors 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 deemed necessary (except for the University's Policies and Procedures Manual) according to the Articles and By-Laws, and by direction of the Executive Council.

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 Board of Directors.
- 3.2. All Executive Directors shall adhere to the legislation of the Board of Directors 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 Executive Council shall:
 - 3.4.1. Address issues 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 and Elected Directors of the Board, 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 which must be submitted to the Chief Returning Officer at the Board of Directors meeting immediately before the Spring Annual General Meeting or within one week of removal/resignation from the position,
 - 3.4.2.3. An Executive Director Orientation which shall include mandatory sexual harassment, gender-diversity, anti-oppression, anti-racist, and training on indigenous issues on campus. Training for sexual harassment shall be coordinated with the sexual harassment office. Anti-prejudice training shall be coordinated with MUN SAGA and Intersections, as well as the St. John's Friendship Centre, and an additional training on indigenous culture should be sought through the Aboriginal Resource Office (ARO). Anti-oppression training should be an all-encompassing orientation.
 - 3.4.2.4. A GSU BOD Orientation which shall include board training as well as mandatory sexual harassment and safe workplace training and anti-prejudice training (e.g. anti-oppression, anti-racism, antihomophobia, etc.).
 - 3.4.2.4.1. It is recommended that the sexual harassment training be coordinated with the sexual harassment office (and the EDEA).
 - 3.4.2.5. 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 five (5) days prior to each BOD or General Meeting and verbal report at such meetings which shall include:
 - 3.4.5.1. Summaries of all meetings attended,
 - 3.4.5.2. Summaries of current events and issues, campaigns, advocacy work, and GSU events attended
 - 3.4.5.3. A statement and dates of any absences from campus during the period between BOD meetings;
 - 3.4.5.4. a question period be allotted after the delivery of Executive Director reports.
 - 3.4.5.5. All reports must be completed in the same reporting method used by employees of the GSU.
- 3.4.6. Consult with the General Manager on any issue that is 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 General Manager, HRM, and Executive Director of Finance;
 - 3.5.11. Be responsible for hiring the General Manager 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 Board of Directors 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 Annual General Meeting, the out- going Executive Director of Academic 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 Board of Directors are filled. In order to assist in this task, the Executive Director of Academic shall publish and advertise a list of academic units currently recognized as having seats on the Board of Directors every September, as well as from time to time during their 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 for graduate students in academic disputes, needs, or otherwise;
 - 3.6.11. Chair the Academic Committee of the GSU;
 - 3.6.12. The Executive Director of Academic 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 advertised with a special budget of one hundred Canadian dollars (\$100 CAD).
 - 3.6.13. Plan, organize and coordinate the Aldrich Interdisciplinary Conference and in conjunction with, but not usurping the authority of, the Aldrich Interdisciplinary Lecture of SGS. This task should be a shared responsibility between the Executive Director of Academic and Executive Director of Communications.
- 3.7. The Executive Director of Finance 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 Executive Director of Academic;
 - 3.7.2. Work in conjunction with, but not usurp the authority of the General Manager;
 - 3.7.3. Act as an agent for the Board of Directors 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 Board of Directors;
 - 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 Board of Directors;
 - 3.7.7. Review the accounting procedures from time to time with a view towards improving them, in consultation with the General Manager and/or appropriate individuals;
 - 3.7.8. Cooperate directly with the General Manager 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 Board of Directors,
- 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 Executive Director of Finance shall organize a workshop during Gradfest and Winterfest which shall highlight the various finance-related services offered by the GSU and the University. This workshop shall be advertised with a special budget of one hundred Canadian dollars (100 CAD).
- 3.8. The Executive Director of Communications 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 Executive Council, the Board of Directors, Committees, and General Membership, and to make sure such minutes, reports, etc. are presented to said the 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 Board of Directors 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 Board of Directors

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 pertaining 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 Board of Directors on all aspects of publicity;
- 3.8.8. Keep informed of external affairs which relate to graduate students and to report such to the Board of Directors;
- 3.8.9. Foster communication among graduate students by utilizing campus media to keep graduate students informed;
- 3.8.10. Organize and maintain the GSU notice boards;
- 3.8.11. Chair the Steering Committee of the Board of Directors;
- 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. The Executive Director of Communications will organize a workshop during Gradfest and Winterfest which will highlight the various communication/advocacy-related services offered by the GSU and the University. This workshop will be advertised with a special budget of one hundred Canadian dollars (100 CAD).
- 3.8.16. Be ultimately responsible for the GSU online forums.
- 3.9. The Executive Director of 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 General Manager 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 General Manager and/or the Facilities Management Board 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 centers recognized by the GSU
 - 3.9.10.1. This list shall be submitted to the Board of Directors and publicized to the General Membership.
 - 3.9.11. Coordinate the ratification of new clubs, societies and centers 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 Executive Director of Academic, EDFS, and Executive Director of Communications, the Executive Director of Campus Life will set aside blocks of time during Gradfest and Winterfest for the workshops organized by the Executive Director of Academic, the EDFS, and the Executive Director of Communications. The Executive Director of Campus Life will also help advertise these various sessions.
- 3.10. Executive Council Leave of Absences

- 3.10.1. If one executive director is absent, they are allowed up to 30 days paid leave without board involvement.
 - 3.10.1.1. Duties of the absent Executive are to be split between remaining Executives.
 - 3.10.1.2. Leave may be extended for an additional 30 days, but it will be unpaid and must be approved by the Board of Directors.
 - 3.10.1.3. Any approval of extended absences must be followed by a vote at the Board of Directors for a board member to fill the absent position for the approved time. The chosen board member will be paid the wages stated in Article 5.1. of this Constitution.
- 3.10.2. If more than one Executive Director is absent, they may take a 30-day leave. If an absent position is not filled by a board member during the 30-day period, the absent Executive Director will be paid, if the absent position is filled, however, then the absent Executive Director will go unpaid and the board member filling the position will be paid instead.
 - 3.10.2.1. If more than one Executive Director takes leave at one time, the absent Executive Directors may allocate their duties to the remaining present Executives. If the remaining Executives cannot, or do not want to, take over the duties the Board of Directors must immediately vote for board members to fill the absent positions. Chosen board members will be paid the wages stated in Article 5.1. of this Constitution.
 - 3.10.2.2. Leave may be extended for an additional 30 days, but it will be unpaid, regardless of whether the absent position is filled, and must be approved by the Board of Directors.
- 3.10.3. Leave extending past two (2) months, unless approved by the Board of Directors under special circumstances, will be considered as a resignation.
 - 3.10.3.1. If a resignation, the Board of Directors must act in accordance with Article 4.13. and By-Law 6.7. to fill the position.
- 3.10.4. Leaves mentioned under the Newfoundland and Labrador Labour Standards Act must be handled in accordance with the act first, and this Constitution second.
 - 3.10.4.1. Mentioned leaves include, but are not limited to: pregnancy leave, parental leave, adoption leave, bereavement leave, sick/family responsibility leave, and compassionate care leave.
 - 3.10.4.2. After requirements of the Labour Standard Act are met, the remaining elements of the leave will be left to the discretion of the Board of Directors.

4. Duties of Representatives on External Committees

- 4.1. Attend all meetings of the committee on which they sit;
- 4.2. If 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 Board of Directors.

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. Definitions:

CRO: CRO shall mean the Chief Returning Officer

Campaign material: Campaign material shall mean any item, design, sound, symbol, or mark that is created or copied in any form in order to influence voters to cast a ballot in favor or in opposition of a candidate.

Campaigning: Campaigning shall mean any attempt by an individual or organization to encourage a student to cast a ballot in favor or in opposition of a candidate. This may occur with or without campaign material.

Member: Member shall refer to any individual who is a current member of GSU as defined in the GSU's constitution.

Electoral Committee: Electoral Committee shall mean the committee designated to assist the CRO in overseeing the elections.

Secret Ballot: Secret ballot shall mean the private vote cast by members

Ranked Ballot: Ranked ballot shall mean the ranked order of candidate preference made by members during voting.

Scrutineer: Scrutineer shall mean the person chosen by a candidate to witness vote counting.

Election Violation: Election violation shall mean any violation of election rules laid out in the GSU's constitution.

Election Penalties: Election penalties shall mean the consequent for violating election rules as chosen by the CRO or electoral committee.

Electoral Policy: Electoral policy shall mean the election rules, as laid out in the GSU's constitution.

6.2. Eligibility

The Constituency: All members of the Union who are eligible to cast a vote for the position in question as defined in the Constitution.

Candidate Eligibility: All candidates must be current regular members of the GSU.

Nomination Form: Nomination forms for executive positions that include the name of the candidate, nominator, seconder, and be accompanied by at least 10 other signatures of current members of the GSU.

6.3. Chief Returning Officer

6.4. The Board of Directors shall appoint a Chief Returning Officer (CRO) at the December Board of Directors meeting to oversee all GSU elections and by-elections for that academic year. The CRO will be remunerated five hundred Canadian dollars (500 CAD) for the winter semester.

6.5. The responsibilities of the CRO shall be as follows:

6.5.1. 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.

- 6.5.2. Informing members of the GSU of electoral results, through e-mail to the general GSU List-Serve immediately following the counting of the ballots, and by other means as deemed suitable by the Electoral Committee (including the GSU Website).
- 6.5.3. Ensuring that candidates receive a copy of the GSU Constitution, Bylaws and Electoral Policy prior to the start of campaigning.
- 6.5.4. Enforcing election policies and distributing penalties
- 6.5.5. Handling appeals involving election related issues
- 6.5.6. Sitting on the Electoral Committee with one (1) vote towards matters discussed by the committee.

6.6. **Electoral Committee**

- 6.6.1. The Electoral Committee shall be struck at the February Board of Directors Meeting.
 - 6.6.2. The new committee shall work with the CRO to coordinate the election, which will include seeking candidates for election, coordinating logistics, and adjudicating appeals.
 - 6.6.3. None of the members of the Electoral Committee in an election year shall be eligible to run for any position in the election
- 6.7. Electoral Committee Chair
- 6.7.1. The chair for the electoral committee shall be also appointed by the Board of Directors at the February meeting.
 - 6.7.2. This position should be filled by an Executive Director, but, in the case where all Executive Directors decline the position of chair, it is the Executive Director of Communications' 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.
 - 6.7.3. No chair of the Electoral Committee in an election year shall run for any position in the election.
 - 6.7.4. The chair, while working with the CRO, shall set meeting times for the Electoral Committee.
 - 6.7.5. The chair shall chair meetings in accordance to Robert's Rules of Order
 - 6.7.6. The chair shall act as a tie breaker when warranted for matters discussed by the Electoral Committee.

6.8. Campaigning

- 6.8.1. No active campaigning shall take place before the nomination period and before the start of the campaigning period.
- 6.8.2. Nominations shall be opened on the second Wednesday of March every year.
- 6.8.3. 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.
- 6.8.4. Any position which remains without a candidate after the close of nominations can have nominations submitted on the floor at the Spring Annual General Meeting.
- 6.8.5. Any current member of the BoD, staff, volunteers, and committee members of the GSU who decides to run for an Election shall disassociate from all areas of their position relating to the Elections from the commencement of the nomination period.
- 6.8.6. 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.
- 6.8.7. Candidates shall campaign in accordance with the rules of fair play. Breaking the rules of fair play include, but are not limited to, breaching generally accepted community standards, libel, slander, general sabotage of the campaigns of other candidates, malicious and/or intentional breach of elections policy, any attempt to undermine the electoral process and misrepresentation of fact.
- 6.8.8. It is the responsibility of the Candidates that all campaign tactics, materials and/or advertisements, conform to all policies and regulations of the GSU and Memorial University, and with all municipal, provincial, federal laws.
- 6.8.9. All campaign tactics, material and/or advertisements need approval by the CRO in advance of posting or distribution.
- 6.8.10. 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.
- 6.8.11. The GSU List-Serve and the GSU Board of Directors List-Serve may be not used by individual candidates for campaigning purposes.
- 6.8.12. 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 (e.g., 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 (e.g., Facebook pages/groups) and/or spam random people to join their campaign site(s).

- 6.8.13. 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 (e.g., 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.
 - 6.8.14. All campaign materials, where feasible, are to contain the following phrase somewhere in plain sight on the material: "Please pass this on to a friend and recycle after the election."
 - 6.8.15. Campaigning within a classroom is forbidden without the expressed permission of its presiding faculty member(s). To campaign in a classroom, a candidate must obtain consent from the professor/lecturer before the start of class. Candidates are required to inform the CRO within a reasonable time about such activities.
 - 6.8.16. Candidates are not entitled to use in their campaign, any service or monies, conferred onto them by virtue of holding any position in any campus organization unless such services would still be available to them otherwise. This includes, but is not limited to, office supplies, equipment, advertising space and staff.
 - 6.8.17. 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.
 - 6.8.18. Candidates who leverage other public/institutional positions they may hold to forward their campaign interests (e.g., current GSU executives and TAUMUN executives) will be subject to elections penalties. Depending on the severity of the offense, candidates may face immediate disqualification.
 - 6.8.19. 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.
 - 6.8.20. Candidates must speak on their own behalf during the Spring Annual General Meeting, 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.
- 6.9. Elections shall commence when the Spring Annual General Meeting is called to order and shall continue for a period of two days following the Spring Annual General Meeting 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.

6.9.1. 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.

6.9.2. Voting shall be conducted by secret ballot, via a secure electronic voting system approved by the Board of Directors.

6.9.3. A record of all graduate students who have submitted an electronic ballot shall be kept for a period of one calendar year.

6.9.4. The results are to be tabulated and validated by the CRO immediately following the closing of the polls.

6.10. Voting

6.10.1. 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).

6.10.2. 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.

6.10.3. 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.

6.10.4. In the event of only one candidate being nominated for a position, they shall be declared elected by acclamation by the Electoral Committee after the official closing of the polls.

- 6.10.5. The CRO shall count the ballots in the presence of the Electoral Committee. Each candidate for election may select a scrutineer. Candidates cannot be scrutineers.
- 6.10.6. All other representatives serving on university committees or councils may be filled by volunteers from those attending the Spring Annual General Meeting. Should any position remain vacant following the Spring Annual General Meeting, the Executive Director of Academic is responsible for ensuring that they be filled by general members.
- 6.10.7. The newly elected (or acclaimed) Executive Council members shall take officest

on May 1 following the official announcement of results

6.11. **Violations to Campaign Rules**

- 6.11.1. In case of any violation of campaign rules, the CRO shall render a decision within complainant, unless the complaint is time sensitive, in which case the CRO shall forty-eight (48) hours in writing to the candidates in questions and the render a decision within one (1) business day.
- 6.11.2. Appeals regarding decisions made and/or sanctions levied by the CRO shall be made in writing to the Committee within forty-eight (48) hours of the candidate time period, the appeal shall be ruled out of order by the Committee and being informed of the decision of the CRO. If the appeal is made after such a categorically denied. considered to present their case. The candidate can make oral statements and/o r
- 6.11.3. Candidates may attend the Committee meeting at which their appeal will be deliver a written submission at this time. decision is posted on the designated elections space in the Union office(s). All
- 6.11.4. A candidate shall be informed of a Committee decision six (6) hours after the decisions shall indicate the time posted.
- 6.11.5. If the candidate is not satisfied with the final ruling of the Committee, they may appeal the results of the election at the time of the approval of the CRO's report. Appeals may only be made on grounds of procedure. Upon hearing an appeal, appeal and declare the results of the elections as valid. All motions related to Council may either accept the appeal and declare new elections held or reject the appealed elections must be passed by two thirds vote.
- 6.11.6. It is the responsibility of the candidate to ascertain their position with respect to decisions made by the CRO or Committee regarding alleged violations

the CRO, a published list, or minutes posted on the designated elections space in committed by the candidate. This shall be done on a regular basis by consulting the Union office.

6.11.7. Where the CRO or Committee finds there has been a violation of any Codes, the CRO or Committee Chair must publish the details of the violation in a designated elections space in the Union office.

6.12. Penalties for Violations

6.12.1. Campaign Material:

Violation	Demerit Point
Unintentional Misrepresentation of Facts	3
Multiple violation in the same location/building	4
Unapproved material	5
Displayed in an unauthorized area	5
Pre/post campaign materials	6
Intentional misrepresentation of facts	10

6.12.2. Campaigning:

Violation	Demerit Point
Unintentional Misrepresentation of Facts	3
Improper distribution of campaign materials	8
Intentional misrepresentation of facts	10
Campaigning in an unauthorized area	10
Pre/post campaigning	10
Breaking University, municipal, provincial, and/or federal law/regulation while campaigning.	10

6.12.3. Fair Play

Violation	Demerit Point
Candidates enforcing Elections Procedure Code	5
Unsanctioned use of Union resources	15
Gross misrepresentation of facts.....	20
Malicious or intentional violation of Elections Code or Policy	25
Abuse of position or status	15

6.13. Demerit points as outlined in the above section are assessed on, but not limited to, the following basis. The values listed below are a guide for issuing demerit points. Values may be increased or decreased at the discretion of the CRO and Committee. The CRO or Committee reserves the right to assign a demerit point penalty of an amount determined at

their discretion, including a sufficient amount to disqualify a candidate, to any candidate who has committed this offense.

- 6.14. Disqualification** 6.14.1. Violations of the following nature will result in an automatic disqualification of a candidate:
- 6.14.1.1. Anyone improperly declared an eligible candidate
 - 6.14.1.2. Failure to attend the All-Candidates meeting or make arrangements with the CRO
 - 6.14.1.3. A candidate accruing greater than 35 demerit point limit is disqualified
 - 6.14.1.4. Any attempted interference in the Election process

6.15. By-elections

- 6.15.1. 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 Electoral Committee.
- 6.15.2. By-elections are not required in the two months prior to the Spring Annual General Meeting.

6.16. Election Guidelines in Extenuating Circumstances

In extenuating circumstances, as decided by the Chief Returning Officer and the Electoral Committee, the GSU may hold entirely online elections, including moving all campaigning to online venues. If election guidelines are to be moved entirely online, the GSU will operate according to the guidelines under 6.16 here.

6.16.2. The definitions used will remain the same as By-Law 6.1.

6.16.3. The candidate eligibility will remain the same as By-Law 6.2.

- 6.16.3.1. The nomination period will begin the second Wednesday of March, unless otherwise determined by the CRO, Electoral Committee, or Board of Directors. Nomination forms will be updated to allow for electronic signatures from the nominator, seconder, and at least 10 other signatures of current members of the GSU. The nomination period will last for one week.

6.16.3.2. Any current member of the BOD, staff, volunteers, and committee members of the GSU who decides to run in an Election shall disassociate from all areas of their position relating to the Elections from the commencement of the nomination period.

6.16.4. Information on the Chief Returning Officers and the associated duties will remain the same as By-Law 6.3.

6.16.5. Information on the Electoral Committee and the associated duties will remain the same as By-Law 6.6.

6.16.6. Information on the Electoral Committee Chair and the associated duties will remain the same as By-Law 6.7.

6.16.7. Campaigning

6.16.7.1. Nomination forms shall be received by the GSU Chief Returning Officer no later than the nomination deadline. At this time, nominations shall close, and the campaigning period shall begin. The campaign period shall last for one week.

6.16.7.2. No active campaigning shall take place before the nomination period, before the start of the campaigning period, or after the end of the campaigning period.

6.16.7.3. If an election is taking place entirely online, no in-person campaigning shall be permitted whatsoever.

6.16.7.4. GSU establishments/services shall not endorse any candidates in GSU elections, this includes through use of the GSU List-Serve and the GSU Board of Directors List-Serve.

6.16.7.5. Candidates must campaign in accordance with the rules of fair play. Breaking the rules of fair play include, but are not limited to, breaching generally accepted community standards, libel, slander, general sabotage of the campaigns of other candidates, malicious and/or intentional breach of elections policy, any attempt to undermine the electoral process and misrepresentation of fact.

6.16.7.5.1. Additionally, candidates cannot speak negatively about other candidates, the student union, the elections process, or the university. They must use parliamentary language during campaigning, which is defined as follows:

- Not insulting, offensive, obscene, attacking, or threatening against others;
- Must be proactive, positive, and generally productive; • You cannot attack other people's intents, or actions.

- 6.16.7.6. Candidates cannot implicitly or explicitly bribe someone into running or not running.
- 6.16.7.7. Candidates cannot obstruct the legitimate business of the student union, the university, or elections officials.
- 6.16.7.8. Candidates cannot give out untrue information.
- 6.16.7.9. Each candidate must provide the CRO with a campaign message (maximum 500 words), which will be distributed to the General Membership via the GSU Website, the GSU List-Serve, SGS List-Serve, and if available a GSU bright space page. This message, and all other campaigning materials (including Facebook pages), must be approved by the CRO before posting. However, it is ultimately the responsibility of the Candidates to ensure that all campaign materials conform to all policies and regulations of the GSU and Memorial University, and with all municipal, provincial, federal laws.
- 6.16.7.10. The posting of campaign materials is limited to the following:
- 6.16.7.10.1. The approved campaign message for the GSU Website and ListServe, SGS List-Serve, and if available a GSU bright space page (as noted in By-Law 6.16.6.9)
- 6.16.7.10.2. An approved individual Facebook campaign page. The CRO and Electoral Committee Chair must be added as an administrator to this Facebook page for monitoring purposes. The CRO reserves the right to close any pages operated by candidates that violate elections rules and regulations. The GSU shall advertise these Facebook pages at the start of the Campaigning period. Candidates are allowed to invite people to their campaign site(s) but **CANNOT** link their campaign site(s) via other social media sites (e.g., Facebook pages/groups) and/or send uninvited/unwanted messages that spam people to join their campaign site(s).
- 6.16.7.10.3. No other campaigning is allowed and candidates will face penalties if other campaigning is found to occur.
- 6.16.7.11. Individuals found breaking the campaigning rules on behalf of or for candidates (even if they are not candidates themselves), shall risk violations placed on the candidate themselves.
- 6.16.7.12. Candidates who hold other public/institutional positions (e.g., current GSU executives and TAUMUN executives) cannot use those positions to promote their campaign interests, nor can they use services or monies from those positions to assist in their campaigning. Doing so will subject them to elections penalties. Depending on the severity of the offense, candidates may face immediate disqualification.
- 6.16.7.13. A question and answer (Q & A) period will be set up for the general members to question the candidates based on their campaigns. While this Q & A period may

not be presented live, it will be presented to the general members in either a video or written format.

- 6.16.7.14. No active campaigning can continue during the voting period. Candidates are required to remove their individual Facebook campaign page during this time.
- 6.16.7.15. Campaigning shall end, and voting shall commence at the end of the campaigning period. Voting will last 2 (two) days and shall close on the 2nd day at 4:00 PM. The voting process shall be overseen by the CRO in conjunction with the Electoral Committee.
- 6.16.7.16. General members are encouraged to contact the CRO if they discover that a candidate is in violation to these rules.

6.16.8. Voting procedures and guidelines will remain the same as By-Law 6.10

6.16.9. Information on the violations to campaign rules will remain the same as By-Law 6.11

6.16.10. Penalties for Violations

6.16.10.1. Demerit points shall be issued to any candidate that is found in violation of Election rules. These points shall be issued by the CRO and/or the Electoral Committee. Below are guides for issuing demerit points. Values may be increased or decreased at the discretion of the CRO and Electoral Committee. The CRO or Electoral Committee reserves the right to assign a demerit point penalty of an amount determined at their discretion, including a sufficient amount to disqualify a candidate, to any candidate who has committed this offense.

6.16.10.2. Campaign Material:

Violation	Demerit Point
Unintentional Misrepresentation of Facts	3
Unapproved material	5
Intentional misrepresentation of facts	10
Displayed outside of the approved posting areas	15

6.16.10.3. Campaigning:

Violation	Demerit Point
Unintentional Misrepresentation of Facts	3
Intentional misrepresentation of facts	10
Breaking University, municipal, provincial, and/or federal law/regulation while	

campaigning.	10
Pre/post campaigning	15
Campaigning in an unauthorized online space	20

6.16.10.4. Fair Play

Violation	Demerit Point
Unintentional violation of Elections Procedure Code	5
Unsanctioned use of Union resources	15
Abuse of position or status	15
Gross misrepresentation of facts.....	20
Malicious or intentional violation of Elections Code or Policy	25

6.16.11. Information on disqualification will remain the same as By-Law 6.14.

6.16.11. By-elections will first follow the procedures of regular in-person elections unless it is again deemed unfeasible by the CRO and Electoral Committee. In this case, they will follow the procedures for entirely online elections.

7. Standing Committees of the Board

7.1. The Standing Committees of the Board of Directors shall be formed at the first Board of Directors Meeting after the Spring Semi-Annual General Meeting.

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	Executive Director of Finance
7.2.2.	Constitution	Executive Director of Communications
7.2.3.	Finance	Executive Director of Finance
7.2.4.	Academic	Executive Director of Academic
7.2.5.	Social Events	Executive Director of Campus Life
7.2.6.	Legal	Executive Director of External Affairs
7.2.7.	External Relations	Executive Director of Communications
7.2.8.	Graduate Students Award	Executive Director of Campus Life
7.2.9.	Aldrich	Executive Director of Academic
7.2.10.	Steering	Executive Director of Communications

- 7.3. If any of these positions cannot be filled from the elected Board of Directors, the Board of Directors 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 Board of Directors for ratification and must be given to the Executive Director of Communications for archiving.
- 7.6. The GSU Executive Director of External Affairs shall be an ex-officio member of the Standing Committees of the Board of Directors.

8. Ad Hoc Committees of the Board

- 8.1. The Board of Directors, Executive Council, 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 Executive Director of Academic 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) Board of Directors Meetings, Semi-Annual General Meeting, or Extraordinary General Meeting, within each one (1) year period from the date of the start of their position, or any representative of the Board of Directors on another committee who fails to attend three (3) meetings of that committee, within each one (1) year period from the date of the start of their position, shall, unless the Board of Directors be informed of a satisfactory reason for such failure to attend,

be assumed to have resigned their position on the Board of Directors and/or the committee which they are 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 Board of Directors at which time a two-thirds (2/3) majority vote of Board of Directors members present for such a vote is necessary for the individual to maintain their position.
- 9.2. Any Executive Director or Elected Director who fails to attend two (2) Board of Directors Meetings, Semi-Annual General Meeting, or Extraordinary General Meeting, or any representative of the Board of Directors 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 Board of Directors in writing of their reasons for their failure to attend.
- 9.3. Department representatives that cannot attend a Board of Directors meeting may send a proxy to serve in their stead for a maximum of three (3) times in an academic year. The use of proxies will still count towards the total number of absences allotted in By-Law 9.1
 - 9.3.1. The proxy is considered only if it is from the same department/academic unit to which the BOD member is a representative of
 - 9.3.2. Such proxies will have all rights and privileges of the regular representative that they are replacing for that particular Board of Directors meeting including the right to make and second motions as well as the right to vote.
 - 9.3.3. 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.
- 9.4. Every Board of Directors must send an enrollment letter to the ED Academic three (3) weeks after the first day of classes each semester. If such a letter is not received, a reminder is sent to the member, and the deadline is extended for one week, after that time has passed, the member will be suspended until the ED Academic receives such a letter.

10. Clubs, Associations, Societies, and Resource Centres

- 10.1. Clubs, Associations, Societies, and Resource Centers shall be recognized by the GSU upon:
 - 10.1.1. Submission of the following to the Executive Director of Campus Life for consideration:
 - 10.1.1.1. The names and signatures of at least twenty (20) members that are General Members (Excluding Executives),

- 10.1.1.1.1 With the exemption of the student groups directly affiliated with an Academic Unit/Department which shall submit the names and signatures of at least ten (10) members that are General Members, as well as the name and signature of the dean/advisor of the relevant academic unit.
- 10.1.1.2. A constitution, consisting of, at minimum, a mission statement, outline of executive member elections and duties, outline of how to obtain general membership, and an up to date list of all executive members (three of which must be a graduate student) including names, department and program of study, student number, and contact details.
- 10.1.1.3. A maximum of one club or society will be recognized from a department/country
- 10.1.2. The applications submitted to the Executive Director of Campus Life for consideration will be submitted to the Social Events Committee for review.
 - 10.1.2.1. The Social Events Committee will supply the Board of Directors with a list of applications for clubs, societies, or resource centers at each monthly Board of Directors meeting for approval.
- 10.2. Recognized clubs, societies, and resource centers of the GSU shall be ratified at each Semi-Annual General Meeting by submitting a ratification form to the Social Events Committee.
 - 10.2.1. Application for ratification shall be submitted to the Executive Director of Campus Life and should include:
 - 10.2.1.1. An up to date list of all executive members including names, department and the study of program, student number, and contact details. At least three executive members in the committee must be enrolled graduate students.
 - 10.2.1.2. An up to date list of general member names
 - 10.2.1.3. A list of events and activities that occurred since the last ratification,
 - 10.2.1.4. A list of future events and activities being planned,
 - 10.2.1.5. And an updated copy of the constitution, including the mission statement, outline of executive member elections and duties, and outline of how to obtain general membership.
 - 10.2.2. Any money received from the GSU must be spent towards mostly graduate student involved events.
 - 10.2.3. The Social Events Committee will review these reports and recommend which recognized clubs, societies, and resource centers to be ratified for the current semi-Annual General Meeting.
 - 10.2.4. Once ratified, clubs, societies, and resource centres must apply for reratification at every Fall Annual General Meeting.
- 10.3. A list of recognized clubs, societies, and resource centers of the GSU shall be:
 - 10.3.1. Submitted to the Board of Directors, and

- 10.3.2. Publicized for the General Membership by the Executive Director of Communications no later than one (1) month after each Semi-Annual General Meeting.
- 10.4. Recognition of any club, society, or resource center of the GSU may be revoked if:
 - 10.4.1. The recognized club, society, or resource center of the GSU fails to become ratified for three (3) attempts of ratification.
 - 10.4.2. The Board of Directors, at any regular meeting, votes to revoke the status by a twothird(2/3) majority.
- 10.5. Ratification of any club, society, or resource centre of the GSU may be revoked if:
 - 10.5.1. Based on the recommendation of the Social Events Committee, the Board of Directors, at any regular meeting, votes to revoke the status by a 2/3 majority.
- 10.6. If recognition or ratification is revoked, the society may re-apply following the procedures listed in By-Law 10.1 and 10.2.

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 totaling two hundred and fifty Canadian dollars (250.00 CAD) per semester (noncumulative) provided they:
 - 11.1.1. Attend all Board of Directors Meetings and General Meetings held in a given semester, exclusive of Special Board of Directors Meetings or Extraordinary General Meetings, or
 - 11.1.2. Attend all but one of the Board of Directors Meetings and General Meetings held in a given semester, exclusive of Special Board of Directors 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 Board of Directors.
 - 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.
 - 11.1.5. Attend at least three BoD meetings since the ratification date if ratified in the middle of a given semester.
- 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 Board of Directors, be awarded to such Executive Council members, Board of Directors 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 Board of Directors.

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

11.3. The chair of any Board of Directors meeting will be remunerated an honorarium of \$50 per successful meeting with a maximum of \$200 per semester.

12. Conference Aid

12.1. The GSU shall provide an amount, not less than 16% and not more than 22% of the total GSU academic budget for that fiscal year, for the award of grants to cover expenses incurred by GSU members while attending research-related conferences.

12.1.1. All GSU Members are eligible to receive up to three hundred Canadian dollars (300 CAD) per Masters' Degree program or up to six hundred Canadian dollars (600 CAD) per doctorate program to aid in conference-related costs. An additional 50.00 may be granted for travel to international conferences (i.e. outside of Canada).

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: ratified graduate student societies, groups, or clubs as well as recognized societies, groups, and clubs by the GSU. A maximum of onethird of the funds shall be allocated for each semester of the fiscal year.
- 13.2. Requests for funding shall be reviewed at the discretion of the Finance Committee, upon completion of the GSU Grant Application Form. Recognized clubs and societies can apply for one type of grant through the GSU, the Special Project Grant (SPG). There are two grants available to ratified clubs, groups, or societies; SPG and Graduate student development funds (GSDF). Applicants can only hold one grant per academic year. If an application for SPG or GSDF support is unsuccessful, applicants are eligible to apply to the other grant within the same academic year.
 - 13.2.1. The review process shall follow the guidelines for grant applications as presented in the GSU Policies and Procedures Manual.
 - 13.2.2. Grants shall not typically exceed seven hundred and fifty Canadian Dollars (750 CAD) for ratified groups and five hundred (500 CAD) for recognized groups applying for SPG applications per academic year.
 - 13.2.3. The Board of Directors 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) for recognized or seven hundred and fifty Canadian dollars (750 CAD) for ratified groups per SPG per academic year.
 - 13.2.4. 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 at the Annual General Meeting (Fall or Spring) closest to the event date. A post-event report shall also be submitted to the finance committee within two (2) months of the event date or prior to March 10th of the funding year (whichever is first). Failure to produce said a report or to present at the Annual General Meeting will result in the ineligibility for future funding from the GSU.
 - 13.2.5. All policies, procedures, and regulations, explicit or implicit, contained within the Grant Application Forms (SPG and GSDF) must be followed. Any breach of these policies, procedures or regulations shall constitute a breach of contract.
 - 13.2.6. The Finance Committee may postpone funding decisions pending committee research into whether items or projects can be purchased or accomplished in more cost effectively.

- 13.2.7. The Finance Committee shall purchase items whenever possible to take advantage of the GSU's purchasing power and HST refunds.
 - 13.2.8. Applications must be signed by the applicant, who shall accept all responsibility, legal or otherwise, for any grant that may be awarded.
 - 13.2.9. New funding criteria must be approved by the Board of Directors and incorporated into the Policies and Procedures Manual.
 - 13.2.10. The Finance Committee shall provide the Board of Directors with a list including, but not limited to, the grant amount(s) awarded and project title(s), of all successful applicants.
- 13.3. Professional Development Grants (PDGs) are designed to improve access to professional workshops, seminars, and software programs for students.
- 13.3.1. Requests for funding shall be reviewed and approved at the discretion of the Executive Director of Finance, upon completion of the PDG application form and provision of associated receipts.
 - 13.3.2. PDG funding shall not exceed two hundred and fifty Canadian dollars (250 CAD) per Masters' program or four hundred and fifty Canadian dollars (450 CAD) per doctorate program for the duration of their program. This amount may be spread over several events or programs.
 - 13.3.3. 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.
- 13.4. Professional Membership Grants (PMG) are designed to help offset expenses involved in joining ONE professional organization to provide better knowledge and professional access to students in their field.
- 13.4.1. Requests for funding shall be reviewed and approved at the discretion of the Executive Director of Finance, upon completion of the PMG application form and provision of associated receipts.
 - 13.4.2. PMG funding shall not exceed seventy five Canadian dollars (75.00 CAD) per academic year with a limit of two awards for Masters' Students and up to four awards for Ph.D. Students.
 - 13.4.3. All policies and regulations, explicit or implicit, contained within the PMG 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 centers 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 recognized clubs and societies typically shall not exceed five hundred Canadian dollars (500 CAD) per academic year (SPG), and grants for ratified clubs and societies typically shall not exceed seven hundred and fifty Canadian dollars (750 CAD) per academic year (SPG);
 - 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 General Manager job description, the General Manager shall also act as the Health and Dental Plan Administrator. For this work, the academic division of the GSU shall remunerate their services as per the contractual agreement.

17. Sustainability

- 17.1. The Graduate Students' Union will aim to ensure that all goods and services purchased by the Union (both Academic and Facility divisions) are sourced with sustainability and local support in mind (e.g., fair trade material).
- 17.2. Events organized by the Union and the graduate societies that are ratified under the Union shall aim to produce as little waste as possible. Events can implement the following methods to ensure this:
 - 17.2.1. Using reusable materials instead of single-use materials, whenever possible
 - 17.2.2. Encouraging participants to bring their own reusable materials to events
 - 17.2.3. Distributing excess food from events among participants and/or homeless shelters instead of throwing it away
 - 17.2.4. Prohibiting the purchase and use of Styrofoam materials
- 17.3. The Executive Directors will facilitate and support the planning of at least one sustainable focused event on campus each semester.

- 17.4. The Union shall encourage students, staff, and faculty members to adopt and promote sustainable behaviors and shall embed sustainability behaviors in the training of employees.
- 17.5. The Union shall motivate and recognize the efforts of graduate societies towards implementing sustainable practices by offering certificates at the discretion of the Social Events Committee and the Sustainability Coordinator.
- 17.6. The Union shall periodically review the sustainability practices of this and other student unions to ensure that the best practices are being utilized.

Standing Resolutions of the Board of Directors

1. Meetings

- 1.1. Two members from The MUSE are permitted to attend Board of Directors 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 irrevocably. 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.