

Graduate Student Association – University of Waterloo
COUNCIL MEETING
Agenda

Date: Tuesday May 28, 2013

Time 4:30 pm

Place: Green Room-Graduate House

	Items	Page	Action
4:30	1. Chair's Remarks		Information
4:35	2. Approval of the Agenda		Decision
4:40	<u>Consent Agenda</u> BIRT the Council approves and/or receives for information by consent items 3 – 5 as indicated.		Decision
	3. Minutes from previous meeting held on April 24, 2013.	3	Decision
	4. Appointments and resignations:	5	Decision/Information
	5. Executive Reports		
	a.) President	6	Decision/Information
	b.) VP Communication & Events	10	Decision/Information
	c.) VP External	11	Decision/Information
	d.) VP Internal	12	Decision/Information
	e.) VP Student Affairs	13	Decision/Information
4:50	<u>Regular Agenda</u>		
	6. Questions/Answers		Information/Discussion
5:00	7. Appointments to Council Committees	16	
	"BIRT Council approves the appointment of members to Council committees and Board committees omnibus.		Decision

	“BIRT Council authorizes the chair of each committee to fill vacancies in Council committees and report the appointments at the next Council meeting.”		Decision
5:30	8. Appointment of CRO and DRO “BIRT Council appoints __as CRO and __as DRO for the term May 28, 2013 – April 30, 2014.”	20	Decision Decision
5:45	9. Other Business		Discussion/Information
6:00	12. Adjournment		

Note: To allow the Council to complete matters quickly and devote more of its attention to major items of business, the agenda has been divided between items that are to be approved and/or received for information by consent, and those that are to be presented individually for discussion, decision, and/or information.

A consent agenda is not intended to prevent discussion of any matter by the Council, but items listed under the consent sections will not be discussed at the meeting unless requested by a Councillor. Documentation for each item will be supplied with the agenda and all items will be approved by omnibus motion in the consent agenda. The Council will then move immediately to address items on the regular agenda.

Mik Makahnouk, VP Internal
May 22, 2013/MM:rv

Please send regrets to Rose Vogt by email to <mailto:rvogt@uwaterloo.ca>

Supporting documents attached:

Graduate Student Association-University of Waterloo
Council Meeting Minutes
Wednesday April 24, 2013 at 4:30 pm in the Graduate House

Present:

Mahdi Safa, VP Internal, Chair
Hassan Nasir, President
Michael Makahnouk, VP External
Robert Henderson, VP Student Affairs
Orin Regier, Director
Mahyar Shafii, Director
Adrian Cossu, Recreation & Leisure
Krista Mathias, SPHHS
Matthew Gaster, English
Coleen Even, French
Ryan Kirkby, History
Ben Nelson, Philosophy
Marcel Humelnicu, Accounting & Finance
Amin Haghnegahdar, Civil & Environmental Engineering
Hadi Hosseinzadeh, Electrical & Computer Engineering
Boyd Panton, Mechanical & Mechatronics Engineering
Farah El-zarkout, Pharmacy
Michael Piazza, Biology
Rose Vogt, GSA General Manager

Regrets: Malwina Mencil, David Wheatley, Andrew Brown, Maryam Shahtaheri, Amenda Chow, Ty Ghaswala, William Lotosky, Matthew Edwards

Resigned: Tanya Christidis, Kyle Scholz

1. Chair's remark.

The meeting is called to order at 4:35 pm. Safa welcomes everyone to the last meeting of this term and confirms that quorum is achieved.

(Nelson/Mathias) Makahnouk is appointed as council speaker.

2. (Even/Panton). The agenda is approved with amendment to add a Q&A item before item #7 in the regular agenda. (One abstained)

Consent agenda:

BIRT the Council approves and/or receives for information, by consent, items 3 – 6 as indicated. (Henderson/Mathias) Motion carried, two abstained.

Item 4. Appointment and Resignations: Tanya Christidis (School of Planning) and Kyle Scholz (Germanic and Slavic Studies) resigned. Hadi Hosseinzadeh (ECE) is appointed to Council.

Regular Agenda:

7.a. No questions for the Executive on their reports.

7.b. External Affairs Committee Report

BIRT Council receives the External Affairs Committee Report as presented.
(Makahnouk/Regier) Approved unanimously.

Discussion:

Henderson reviews/reads the recommendations from the EAC report to Council. Shafii asks whether updates from CASA will include all update or just those on specific issues? Issues specific to graduate students will be communicated by the GSA to graduate students. Links to other updates will be provided by links to the CASA website.

Makahnouk reports that the GSA will entertain hosting a future conference for CASA.

uWaterloo GSA will be hosting the next GU a5 conference held annually in April. The intent is to engage more Ontario schools in joining the conference.

8. Presentation of Awards

Henderson, VPSA asked for nominations by email. Henderson and Vogt reviewed the nominations.

Congratulations to:

Ty Ghaswala and Helen Stubbs recipients of the Volunteers of the Year Award,
Orin Regier, Director of the Year Award, and
Andrea Hunniford, Councillor of the Year Award.

9. Other business

Henderson asked councilors to provide feedback, by email, on the uWaterloo Strategic Plan sent by President Hamdullahpur. Henderson will submit a formal letter summarizing the feedback to the president.

10. The meeting is adjourned at 5:07 pm

MS:rv

Resignations and Appointments to GSA Council

Thank you to all the Councillors that worked diligently this past year.

Leaving us are:

Natalie Mullin, C&O
Angela Nyhout, Psychology
Amin Yazdani, Kinesiology
Kabir Rasouli, Civil & Environmental Engineering
Andrea Hunniford, School of Architecture

Welcome to:

Recent Appointments from last term:

Marcel Humelnicu, Accounting and Finance
Amin Haghnegahdar Civil & Environmental Engineering
Mark Tam & Connor O'Grady, School of Architecture
Afua Oteng-Amoako, Optometry (shared with Sarah Bishop)

New Appointments:

Ikdip Brar, Kinesiology
Julien Defraeye, French
Drew Weatherhead, Psychology
Hadi Hosseinzadeh Khaligh, ECE



**Report of the President to GSA Council
Robert D. E. Henderson**

May, 2013

Committee Updates

Ad hoc Graduate Orientation Committee – May 21 Meeting

An update will be provided at council due to the timing of this meeting.

Membership (for approval):

President (<i>ex officio</i> , chair to F13):	Robert Henderson
VP Student Affairs (<i>ex officio</i>):	Coleen Even
VP C&E (<i>ex officio</i>):	Maryam Shahtehri
Faculty Reps (3+ councillors):	Sandy Wong (AHS), Matthew Gaster (Arts), Mohamed El Massad (Engineering), <i>vacancy</i> (Env), <i>vacancy</i> (Math), David Pomaranski (Science)
GSA Director:	Maya D’Alessio
GSO Staff:	Tasha Glover, Marta Bailey
SSO Staff:	Jessica Bondy
GSA GM (secretary):	Rose Vogt

GSA Long Range Planning Committee

This board committee will have this year’s first meeting later in the summer. Topics of discussion through the coming year will include:

- GSA Strategic Plan
- Visual Identity (logo, etc.)
- Renewal of Graduate House lease

Members to be recommended at council (to be approved by the board):

Two graduate students: 2 *vacancies*

Special Projects

Initiation of Class Z Policy (TA Regulations)

A policy drafting committee is being formed by the graduate student relations committee to ensure compliance with TA rates. For background, please see the GSA 2012-13 annual report, posted online. Updates will be provided on a regular basis, though the process is expected to take some months to complete.

Office Space

Our QNC offices must be relinquished by the end of August. A tentative plan is in the works to provide the GSA with *permanent* and suitable office space before the end of the spring term which will serve us until the new Needles Hall expansion is complete.

Student Services Fee

At the last meeting of the Student Services Advisory Committee, we were formally granted permission to publish the breakdown of the student services ancillary fee. The committee recommended, and the Provost and Board of Governors approved, a fee of \$108/year for full time students beginning in September 2013. This is a *decrease* from \$120/year because we chose not to overcollect. There might be more volatility in the fee in coming years, but the fee will be less, and only reflect actual expenditures (not forecasted increases).

The breakdown of the \$108 fee for the student services units is, for 2013-2014:

Service	\$	%
Art Gallery	0.41	0.4%
Writing Clinic (SSO)	10.34	9.6%
OPD – Access transportation	0.11	0.1%
Health Services	17.86	16.5%
Safety	-	0.0%
Student Security Service	1.45	1.3%
Student Resource Office	0.55	0.5%
Turnkey Operation*	-	0.0%*
Student Life Office	-	0.0%*
Athletics & Recreational Services	57.10	52.9%
Centre for Career Action	7.21	6.7%
Personal Counselling	11.81	10.9%
International Student Office	-	0.0%
Organizational & Human Behaviour	1.16	1.1%
Annual Student Services Fee	\$108.00	100%

*FEDS took over control and funding responsibility of Turnkey as of this year.

Summary of Meetings

Committee	Meeting Date	Highlights
Graduate Student Relations Committee	April 17	Discussed advocacy and funding matters. See policy Z initiation notes above.
Meeting with FEDS Re: SSAC	April 17	Ahead of the final regularly-scheduled SSAC meeting, we discussed
Student Services Advisory Committee	April 18	Wrapped up this year's cycle of fee
Equity Officer Working Group	April 19	Refined drafts of the job description and position profile.
Meeting with Coleen Even, incoming VPSA (transition)	April 27	Assisted the incoming VPSA with her transition to this role.
GSA Board of Directors	April 27	Discussed financial matters of the GSA; attended by incoming directors.
GSA Council	April 27	Received the GSA annual report, external affairs committee report, and awarded outstanding councilor, director and volunteer awards.
Provost's Advisory Committee on Timetabling	April 29	Attended on my behalf by incoming VPSA Coleen Even. Committee discussed recent developments in the implementation of a new timetabling procedure and communication strategies.
Senate Executive Committee	May 6	Approved the May agenda for Senate.
Lunch with GSO Staff	May 8	Informal lunch to introduce the new executive to several of the GSO staff with whom we work.
uWaterloo Strategic Planning Town Hall	May 8	Heard how feedback from the university community was incorporated into the newest draft.
GSA Executive Committee	May 8	Executive met to discuss plans for the spring term (e.g., meeting dates, retreat).
GSA Board of Directors	May 8	Directors received an overview of our financials and accounting model.
Director, Equity Working Group	May 9	VPSA attended on my behalf. Final job description and position profile reviewed, and advertising methods were determined.
uWaterloo Strategic Planning Town Hall	May 9	Attended via webcast.
Senate Graduate & Research Council	May 13	Discussed, approved and recommended to Senate various program reviews and changes, and renewals of research institutes.
Senate Long Range Planning Committee	May 13	Attended on behalf of M. Makahnouk. Endorsed the updated strategic plan and discussed the university's 2013-14 budget.
Meeting with Judi Jewinski and Katherine Lithgow Re: English language review	May 13	Discussed English language issues on campus.
Meeting with Jeff Henry (SSO)	May 21	
Orientation meeting with Faculty of Environment	May 21	
Senate	May 21	
Convocation Review Committee	May 22	
Board of Governors Building & Properties Committee	May 22	

Meeting with the Provost, Geoff McBoyle	May 22	
GSA Orientation Committee	May 23	
Senate and Board of Governors Governance Basics Briefing	May 24	
Graduate Student Relations Committee	May 28	
GSA Council	May 28	

Vice-President Communications and Events Council Report

Maryam Shahtaheri

May 2013

Meetings/Committees	Date	Notes
Meeting with Rose, Krista, Coleen related to orientation session	May 03, 2013	<ul style="list-style-type: none"> Discussion around potential change in session date, presentation hours, Swag bags, lunch, etc.
International Students Orientation Session	May 5, 2013	<ul style="list-style-type: none"> Meet with SSO Meet with Health & Dental (Jiali) Identify weakness and strength points in the session
Meeting with Rose	May 7, 2013	Going through by-laws, duties, webpage, email listings, etc.
Lunch with GSO	May 8, 2013	Networking, getting to know GSO staff
Uwaterloo Strategic plan-City Hall	May 8, 2013	To identify amount of revisions offered by GSA being implemented in Uwaterloo strategic plan
Executive Meeting	May 8, 2013	<ul style="list-style-type: none"> Increase GH staff salary Clarifying exec duties
Board Meeting	May 8, 2013	<ul style="list-style-type: none"> Presentation on GH/ GSA budget and money circulations Clarify directors duties
GSA Pamphlet	May 11, 2013	Work on GSA pamphlet for 2013-2014
Meeting with SSO	May 12, 2013	<ul style="list-style-type: none"> Orientation committee meeting
E-News	May, 2013	<ul style="list-style-type: none"> Working on GSA E-News
Organize event for May Orientation Committee	May, 2013 May, 2013	<ul style="list-style-type: none"> Contact safety, police, and GSEF offices for orientation session
Specify Activity Committee members	Council Meeting, May 2013	

Report of the Vice-President External to GSA Council Matthew Gaster

May, 2013

Summary of Meetings

Committee	Meeting Date	Highlights
GSO Staff	Wed. May 8	* New Executive met with key staff from GSO
Executive Meeting	Wed. May 8	* First official meeting of new Executive
Board Meeting	Wed. May 8	* First official meeting of the new Board
CASA Foundations Conference	Fri. May 17 - Wed. May 22	<ul style="list-style-type: none"> * Introduction to CASA governance and structure * Plenary to elect CASA board and committee chairs * Selection of new National Director <p>Note: Graduate Council Chair is yet to be determined, but I will be putting forth my name for either chair or vice chair of this committee. If I am selected as chair, I recommend that Helen Stubbs or Robbie Henderson also attend these committee meetings.</p>



Report of the Vice-President Internal to GSA Council Michael Makahnouk

May, 2013

Committee Updates

A majority of my time the past month has been spent on transitioning to my role as VP Internal. The executive committee has met to discuss plans for the year, and the Board of Directors met on May 8th.

The VP External and I travelled to the CASA Foundations Conference (May 17-22) in Ottawa, ON for the national transition. A national director selection process will be held on May 22nd, and delegates will report orally to council on the outcome.

Special Projects

I continue to act as interim co-chair of the Ontario Graduate Students' Alliance, and work with the staff member from WLUGSA to organize the transition conference (to be held June 22nd and 23rd). It is my intent to continue to work as a leader in the OGSA this year.

Summary of Meetings

Committee	Meeting Date	Highlights
Vice President Academic and Provost search committee – initial meeting	May 7	-initial meeting focus on operational procedures, advertisement for the position, and timeline for the search
GSA-GSO lunch	May 8	-sent regrets as I was teaching a field course -attended part of the meeting
GSA Executive meeting	May 8	-met to discuss plans for the year and priorities
GSA Board of Directors	May 8	-approved a Graduate House staff expenditure -appointed directors to board committees -reviewed financial model
Student Services Review committee	May 8	-sent regrets as I was teaching a field course -see president's report
CASA Board Meeting	May 12	-discussed candidates that were short listed for the national director search
Senate Long Range Planning committee	May 13	-sent regrets as I was teaching a field course -president attended the meeting for me
CASA Foundations	May 17-22	-worked with the VP External on transitioning him to his leadership role -Board of Directors elected -National Director candidates interviewed -oral report to council
Senate	May 21	-sent regrets as I was attending the CASA foundations conference



Report of the Vice-President Student Affairs to GSA Council Coleen Even

May, 2013

Committee Updates

Appointments to Council Committees

Many of the committee members have expressed a desire to stand for another year. Below are the charts recapitulating the different positions filled and vacant. I will therefore recommend that council re-appoint the following graduate students to their respective council committees and request the vacancies* to be filled at council and/or via an email call for volunteers, if required.

* people in italics have not yet responded

See page 16 for summary of committee vacancies.

Student Affairs Committee

Coleen Even	GSA-VPSA (chair)
Robert Henderson	GSA-President (<i>ex-officio</i>)
Rose Vogt	GSA-General Manager (secretary)
Krista Mathias-continue	Graduate Applied Health Sciences
Vacancy	Graduate Arts
Haotian Zhang-continue	Graduate Engineering
Nino Antadze (spring term-new member for following terms)	Graduate Environment
<i>Andrew Brown- no answer</i>	Graduate Mathematics
Nathan Cleven-continue	Graduate Science
Vacancy	International graduate student
Vacancy	Graduate Student (residing in on-campus housing)
Jacqueline Hanley-continue <i>John Johnston- no answer</i>	Representatives: in order of appearance (Executive Assistant, VP advancement, Adjunct professor)

Funding Committee

Coleen Even	GSA-Vice-President Student Affairs (chair)
Robert Henderson	GSA-President (<i>ex-officio</i>)
Rose Vogt	GSA-General Manager (secretary)
Krista Mathias	Graduate student Applied Health Sciences
Vacancy	Graduate Student Arts
Boyd Pantou	Graduate Student Engineering
Vacancy	Graduate Student Environment
Tyrone Ghaswala	Graduate Student Mathematics
Greg Holloway	Graduate Student Science
Mike Makahnouk	Member of Board of Governors (not the GSA president)

Special Projects

- Working with the Task Force on Support for English Language Competency Development at the University of Waterloo to develop, modify and implement necessary changes on this matter.
- The Association of American Colleges and Universities (AAC&U) Summer Institute in Madison focusing on High-Impact Practices: develop an operational plan during sessions offered at the Institute. (June 11th – June 15th)
- Work and submit a plan to the University on the English Language Competency Development at the University.

Summary of Meetings

Committee	Meeting Date	Highlights
Provost's Advisory Committee on University Timetabling (PACUT)	April 29	Further discussions on scheduling (3 rd simulation). Discussions and recommendations for preferences and accommodations of employees
Orientation committee	May 3	Further discussions and decisions on the orientation agenda and tasks to accomplish during spring term
GSA-GSO lunch	May 8	Introduction of the different new GSA team members to GSO personnel
UW Town Hall Meeting	May 8	President Hamdullahpur presented headlines of the strategic plan and answered comments from the public about measures to change/improve plan
GSA executive committee	May 8	Agreement on meeting dates, retreat, discussion about the long range planning for GSA (meeting to be arranged)
Director, Equity Services Search Committee	May 9	Attended meeting representing Robert Henderson, further discussions about job description, dates and reviews of candidacies

Senate Graduate and Research Council	May 13	Reports from WIN, WISE, CCAT, CACR, renewal of their research programs (according to the implementation of amendments)
Senate Long Range Planning	May 13	Strategic Plan discussion after the Town Hall meeting, changes, fall action plan, review of the operating budget
Meeting with Judi Jewinski, Robert Henderson, Katherine Lithgow : Task Force for English Competency development	May 13	Discussed work from the Task Force on English Competency at the University and its development and High Impact Practices, as well as the AAC&U Summer Institute in Madison (June 11-15)
Senate	May 21	
Governance Basics Briefing	May 23	
Graduate Student Relations Committee	May 28	
GSA-Council	May 28	
University Diversity Advisory Committee	June 5	
Senate Graduate and Research Council	June 10	
AAC&U Summer Institute	June 11-15	
GSA-Executive Committee	June 13	Regrets-AAC&U Summer Institute
Policy Class Z drafting Committee	June 17	
GSA-Board of Directors	June 26	

APPOINTMENTS TO COMMITTEES:

Council Standing Rule#2 - Standing Committees

Standing Committees of Students' Council shall report to Students' Council through the Chairperson at least once in each of the Fall, Winter, and Spring terms. The Standing Committees of Council include the following.

2.1. Policy and By-law Review Committee

Responsibilities

1. To ensure that existing By-Laws, Standing Rules and policies are consistent with each other.
2. To propose amendments to the policies, Standing Rules and the By-Laws.
3. To ensure any unwritten policy, commonly utilized by the Corporation, in the form of written policy. These policies shall be presented to the Students' Council as if they were new policies.
4. To ensure that the policy, standing rule and by-law manual is updated and complete.

Membership

- a. The Chairperson, who shall be Vice-President Internal
- b. And 6 other Members of Council, of which 2 are At-Large Directors (non-executive).

<ol style="list-style-type: none">1.2.3.4.5.6.

2.2. Activities Committee

Responsibilities

1. To organize social and athletic events for the GSA full, Affiliate, and Complimentary Members.
2. To organize GSA orientation activities.
3. To consult with the Gender & Family Issues Committee to plan events.

Membership

- a. The Chairperson, who shall be the Vice-President Communications and Events
- b. And any other full, Affiliate, or Complimentary Members of the GSA.

<ol style="list-style-type: none">1.2.3.4.5.6. <p>....</p>

2.3 Student Affairs Committee

(Approved by Council September 2012, amalgamating former Gender & Family Issues Committee, Housing Committee, and International Student Issues Committee.)

Amended: February 2013

Mandate

The Student Affairs Committee shall act as a forum to receive, consider and take appropriate action on items brought to its attention that pertain to the non-academic affairs of graduate students at the University of Waterloo. Such affairs will normally be related, but not limited, to campus life, on and off campus housing, international student issues, human rights, and non-academic aspects of graduate education in general.

Roles

- Receive and document issues of student affairs on campus.
- Advise the GSA council on large-scale issues within the committee mandate.
- Recommend and take action on specific concerns raised by members of the graduate student community within the committee mandate.
- Advise, on behalf of graduate students, with the endorsement of the GSA council, various non-academic student services on campus as requested by council or those services.

Meetings and Reports

The committee will normally meet at least once per term, or more frequently as items of discussion arise.

The committee shall report to council at least once per year, but will normally do so through the Vice President Student Affairs in his or her monthly report, as required.

Membership

- GSA Vice President Student Affairs (chair)
- GSA President (*ex officio*)
- GSA General Manager (secretary)
- Six graduate students, one from each of the six faculties, at least three of whom must be members of council*

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|---|
| <ol style="list-style-type: none">1. Krista Mathias, AHS2. Haotian Zhang, Engineering3. Nino Antadze, Environment (spring term only)4. Nathan Clevon, Science5. [REDACTED], Arts6. [REDACTED], Mathematics |
|---|

- | |
|--|
| <ul style="list-style-type: none">• One international graduate student at-large**<ol style="list-style-type: none">1. [REDACTED]• One graduate student residing in on-campus housing<ol style="list-style-type: none">1. [REDACTED] |
|--|

- One graduate student enrolled on part-time basis
 1. Jacqueline Hanley, Executive Assistant
- One graduate student from a satellite campus (within Ontario)
 1. [REDACTED]
- Representatives (non-voting) from various student services on campus (e.g., Housing Office, International Students Office, GSO, etc.) who are invited by the chair from time to time.

*,** The chair must ensure that the committee has both domestic and international graduate student representatives, and may modify (**) as necessary.

2.4 Standing Committee for Graduate Student Funding

Amended: February 2013

Designation: Advocacy Committee

This is a standing committee of the GSA council, reporting to council.

Mandate

The Graduate Funding Committee shall act as a forum to receive, consider, advise and take appropriate action on items brought to its attention that pertain to: stipends, scholarships, GRA/GRS rates, TA salaries, student fees or funding regulations of graduate students at the University of Waterloo. The committee shall maintain a database of funding information and identify areas of concern so that appropriate advocacy for graduate students is carried out.

Roles

Receive and document information on graduate student funding on campus.
Advise the GSA council on large-scale issues within the committee mandate.
Recommend and take action on specific concerns raised by members of the graduate student community within the committee mandate.
Advise GSA executive and committee representatives (such as those on SSAC and GSSAC), on behalf of graduate students, with the endorsement of the GSA council or membership where appropriate, on graduate student funding issues as they arise.

Meetings and Reports

The committee will normally meet during the Winter terms, or more frequently as items of discussion arise. The committee shall report to council at least once per year, but will normally do so through the Vice-President Student Affairs in his or her reports, as required.

Membership

- GSA Vice-President Student Affairs (chair)
- GSA President (*ex officio*)
- GSA General Manager (secretary)
- Six graduate students, one from each of the six faculties, at least three of whom must be members of council
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| <ul style="list-style-type: none">• 1. Krista Mathias, AHS• 2. Boyd Pantou, Engineering• 3. [REDACTED], Environment (spring term only) |
|--|

- 4. Greg Holloway, Science
- 5. [REDACTED], Arts
- 6. Ty Ghaswala, Mathematics

- The graduate student member of the University of Waterloo Board of Governors who is not the GSA President : Mike Makahnouk

2.5 External Affairs Committee

Responsibilities

The committee shall provide oversight and advice pertaining to the relationship between the GSA and external organizations, including, but not limited to, relationships with the University of Waterloo, student lobbying organizations, other student associations, and the various levels of government. The committee shall work to advance the goals described by the official positions of Council through these relationships. Specifically, the committee shall:

1. Prepare reports for GSA delegates to conferences pertaining to political advocacy, identifying objectives to be achieved at the conference which are consistent with the official positions of the GSA
2. Prepare a report for Council every April on the effectiveness of any student lobbying organizations of which the GSA is a member
3. Identify issues of potential interest to the GSA for which the GSA does not yet have an official position, develop advocacy policies and collaborate with any of the GSA committees charged with developing advocacy policy.
4. Develop proposals for internal operational policies governing the GSA's involvement with student lobbying organizations, forwarding such proposals to the Policy and By-law Review Committee.

Membership

- a. The chairperson, who shall be the Vice-President External
- b. The President,
- c. The VP Student Affairs or delegate,
- d. All GSA delegates to student lobbying organizations,
- e. Two members of Council, selected by Council,

1. [REDACTED]
2. [REDACTED]

- f. Any other graduate students with expertise relevant to the committee's mandate, appointed by the President.
- g. Further, the committee may invite other members of the University community to attend.

2.6 Elections Oversight Committee

Responsibilities

In accordance with bylaw 12, this committee shall act as the oversight of the CRO and DRO during elections and referendums.

1. From bylaw 12: "The name and contact information of the chair of the Elections Oversight Committee must be made public to the electorate before the campaign period.
2. The Elections Oversight Committee must rule on appeals of rulings made by the CRO. If the Elections Oversight Committee cannot pass a motion with a two-thirds (2/3) majority of voting members, present or absent, to decide on an appeal, the appeal shall be forwarded to Council for a final decision which may be reached by passing a motion with a simple majority.
3. The Elections oversight Committee is empowered to do the following, subject to a 2/3 majority vote of all voting members, present or absent:
 - a. Remove the CRO or DRO as a result of a complaint about the performance of their duties
 - b. Immediately disqualify committees if deemed necessary as the result of a complaint ruled on by the CRO, only on the recommendation of the CRO, cancel an election for a position or a referendum if it feels the vote for the election or referendum has been compromised beyond repair, rule on the appeals of rulings made by the CRO overturn the results of an election or referendum upon receipt of evidence from the CRO that a severe campaign violation occurred.
4. No member of the Elections Oversight Committee, including the CRO and DRO, may be a member of a committee. An Elections Oversight Committee member who wishes to partake in an election or referendum committee must resign before the opening of nominations for an election or the beginning of the campaign period for a referendum."

Membership

1. The Chairperson, who shall be elected by Council who is neither CRO nor DRO of the GSA, _____
2. Four other members of the GSA, elected by Council.

1.	_____
2.	_____
3.	_____
4.	_____

3. The CRO and DRO as non-voting ex-officio members
4. Any members of the committee (including the CRO and DRO) who wish to be a candidate for an upcoming election/by-election or a member of a committee for an upcoming referendum must resign from the committee before the opening of nominations for elections or before the beginning of the campaign period for referendums. Failing to withdraw before these deadlines will result in him/her being ineligible to be a candidate in the election or a member of a referendum committee for that referendum.

Ad-Hoc Graduate Orientation Committee

The *ad hoc* Orientation Committee will determine, through consideration of current research and further consultation as necessary, a practical means of implementing an organized and unified graduate student orientation. The committee shall also coordinate efforts and plan with appropriate services on campus, and report to council on a proposed schedule of events for Fall 2013.

Membership

- GSA Vice President, Student Affairs (chair)
- GSA Vice President, Communications and Events (vice-chair)
- GSA President (*ex officio*)
- GSA General Manager (secretary)
- One staff member from the Graduate Studies Office

1. **Sandy Wong, AHS**
2. **Matthew Gaster, Arts**
3. **Mohamed el Massad, Engineering**
4. **David Pomaranski, Science**
5. _____, **Environment**
6. _____, **Mathematics**

- Six graduate students, one from each of the six faculties, at least 3 of whom are members of council.
- One member of the GSA Board of Directors
- Representatives (non-voting) of the various student services across campus, invited as necessary by the committee.

4.2 GSA Long-range Planning Committee (Board Committee)

The GSA Long-range Planning Committee shall make recommendations on the long-term strategic direction of Graduate Student Association. These recommendations will be subject to Board approval when they pertain to the finances of the GSA, and they will be subject to Council approval when they pertain to non-financial matters. The committee shall pay particular attention to the following issues:

1. the long-term financial stability of the GSA,
2. the physical space requirements of the GSA,
3. the extent to which the GSA must adapt in response to a changing graduate student population,
4. and the development of a long-term strategy for representation and advocacy.

The GSA Long-range Planning Committee shall:

1. report regularly to Board and Council,
2. solicit feedback, from GSA and Graduate House members, relevant to its activities,
3. and monitor the implementation of its recommendations, once they are approved by Board or Council.

The GSA Long-range Planning Committee shall consist of

1. the President, who shall act as chair,
2. any other member of the GSA executive,
3. two at-large Directors, to be appointed by the Board,

4. two members of the GSA, who are not members of the Board, to be appointed by the Board,

<ol style="list-style-type: none">1. _____2. _____

5. the GSA Administrator
- The chair, on behalf of the committee, may invite guests to attend meetings as information resources.

Appointment of Chief Returning Officer (CRO) and Deputy Returning Officer (DRO)

Please reference [GSA by-Law # 12](#)

Below is a brief summary of the CRO and DRO duties:

12.3.0 Electoral Oversight and Returning Officers Council will appoint a Chief Returning Officer (CRO) and a Deputy Returning Officer (DRO) during the first meeting of council in May of each year. Any member of the GSA that is not a member of the executive is eligible to be the CRO or DRO. Under no circumstance may the CRO or DRO form part of an election or referendum committee. The CRO and DRO should act without bias on election/referendum issues and make no public statement, written or oral, concerning an election/referendum, except in respect to procedural matters. In the event that the CRO or DRO positions become vacant, Council shall appoint a new CRO or DRO as soon as possible.

12.3.1 Chief Returning Officer The CRO is responsible for ensuring that every election/referendum is run fairly and in accordance with the bylaws. The CRO may delegate some of its responsibilities to the DRO in the event that his/her duties become cumbersome. The CRO is responsible for the following:

- a) Setting the election and nomination dates for elections,
- b) coordinating an all-candidates/committees meeting during an election/referendum,
- c) supervising campaign materials in elections and referendums,
- d) managing and ruling on complaints against candidates and committees,
- e) setting campaign guidelines for elections and referendums, and
- f) managing the ballots for elections and referendums
- g) present a report during the Council meeting immediately following each election and referendum which must contain results, complaints, and rulings. The CRO is encouraged to give recommendations to Council as a result of his/her experiences during the election or referendum that he/she sees fit.

12.3.2 Deputy Returning Officer The DRO shall act as the assistant to the CRO in administering elections and referendums. The DRO shall act as the CRO in the absence of a CRO until the CRO is able to assume his/her duties again or a new CRO is appointed by the Elections Oversight Committee or Council. The DRO is responsible for the following:

- a) managing online components other than the ballot,
- b) organizing an all-candidate or all-committee debate during an election or referendum, respectively.
- c) drafting communications to graduate students on behalf of the chief returning officer,
- d) tracking the spending allowances of committees that have been penalized and of all candidates/committees at the end of an election/referendum.

CRO: _____

DRO: _____

Note: The CRO and DRO receive a discretionary expense account at the Graduate House for \$50.00 each/term.