

University of Regina Graduate Students' Association (URGSA)

Bylaws



University of Regina Graduate Students' Association

Ratified on [...]

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BYLAW 1 – EXECUTIVE

1.1 Responsibilities of Executive Officers

1.1.1 All Executive Officers

1. Responsible for the actions of the URGSA;
2. Conduct themselves in a professional manner in representing the URGSA;
3. Act as voting members of Council;
4. Liaise with graduate students from each faculty via Council meetings;
5. Determine which Executive officers should sit on committees external to the URGSA that are relevant to each Executive officer's responsibilities;
6. Take on responsibilities of vacant positions or offices;
7. Carry out all duties of the URGSA in the absence of regularly salaried or contracted individuals;
8. Consult with external partners on issues of common interest;
9. Be familiar with the Government of Saskatchewan's *Non-Profit Corporations Act, 1995*, URGSA Constitution, URGSA Bylaws, Policies of the URGSA, Robert's Rules of Order, and other documents relevant to their responsibilities.

1.1.2 President

1. Act as the official spokesperson of the URGSA;
2. Serve as the liaison with the University of Regina, the University of Regina Students' Union (URSU), the Faculty of Graduate Studies and Research (FGSR), and the Government of Saskatchewan;
3. Ensure that the responsibilities of each Executive officer are fulfilled;
4. Serve as Chair, or appointing another Executive officer to act as Chair, of Executive meetings, Council meetings, and General Meetings;
5. Accountable for the execution of motions or special resolutions passed at Executive meetings, Council meetings, and General Meetings;
6. Responsible for the articulation of position statements of the URGSA as determined by a two-thirds (2/3) majority vote by Council;
7. Have signing authority, along with the Vice President Finance, for cheques written by the URGSA;

8. Assist the Vice President Finance in maintaining a fiscally responsible Corporation;
9. Prepare a President's report to share with the general membership at General Meetings;
10. Represent graduate students from the University of Regina at the annual Canadian Association for Graduate Studies (CAGS) conference.

1.1.3 Vice President Academic Affairs

1. Be informed about academic issues relevant to graduate students at the University of Regina;
2. Advocate for graduate students in regards to academic issues;
3. Develop resources to facilitate academic success for graduate students at the University of Regina;
4. Be familiar with university structures, policies, and regulations across Canada and advocate for changes at the University of Regina that would benefit its graduate students in regards to academic issues (e.g., academic appeals and grievances, program requirements, supervisor-trainee relationships, publications);
5. Develop a program of academic events for the enhancement of the graduate student experience at the University of Regina;
6. Develop documents that provide the URGSA with guidance in regards to best practices for representing graduate students;
7. Promote graduate student research by establishing, coordinating, and chairing the Research Conference Committee.
8. Build a sense of community among graduate students by establishing, coordinating, and co-chairing the Events Committee with the Vice President Student Life.

1.1.4 Vice President Student Life

1. Be informed about non-academic issues relevant to graduate students at the University of Regina;
2. Advocate for graduate students in regards to non-academic issues;
3. Develop resources to facilitate non-academic success for graduate students at the University of Regina;
4. Be familiar with university structures, policies, and regulations across Canada and advocate for changes at the University of Regina that would

benefit its graduate students in regards to non-academic issues (e.g., non-academic appeals and grievances, international students, indigenization, mental health initiatives);

5. Develop a program of non-academic events for the enhancement of the graduate student experience;
6. Coordinate with the University of Regina and FGSR with efforts to orient incoming graduate students;
7. Promote the interests of graduate student bodies by establishing, coordinating, and chairing the International Graduate Students Committee and Indigenous Graduate Students Committee;
8. Build a sense of community among graduate students by establishing, coordinating, and co-chairing the Events Committee with the Vice President Academic Affairs.

1.1.5 Vice President External Relations

1. Communicate with Executive, Council, and general membership regarding issues relevant to the URGSA;
2. Promote URGSA and graduate student activities;
3. Maintain and update the URGSA's online platforms;
4. Ensure the operation of the URGSA's physical spaces;
5. Conduct campaigns that are of interest to graduate students on a local, provincial, national, or international level;
6. Communicate with provincial, national, and international students' unions;
7. Act as Recording Secretary for Executive meetings, Council meetings, and General Meetings.

1.1.6 Vice President of Finance

1. Coordinate the financial operations of the URGSA and keep proper records of all financial transactions;
2. Maintain a fiscally responsible Corporation;
3. Ensure that the URGSA operates in accordance with the *Non-Profit Corporations Act, 1995*;
4. Have signing authority, along with the President, for cheques written by the URGSA;

5. Prepare a financial report to share with the general membership at General Meetings;
6. Submit a financial report for regular meetings of the Executive and Council meetings at least once (1) per semester;
7. Provide budgetary support for URGSA projects including the program of academic and non-academic events.

1.2 Hierarchy of Executive Officers

1.2.1 In the case where the office of President is vacant or the President is otherwise unable to fulfill their obligations as President, another Executive officer assumes the responsibilities of President in the following order:

- (1) Vice President Academic Affairs;
- (2) Vice President Student Life;
- (3) Vice President External Relations;

1.2.2 The Vice President Finance cannot assume the responsibilities of President;

1.2.3 If the office of President, Vice President Academic Affairs, Vice President Student Life, and Vice President External Relations are vacant, the Council members shall call a Council meeting to organize an Election.

1.3 Succession Planning

1.3.1 Each outgoing Executive officer is responsible for a successful transition of responsibilities to the corresponding incoming Executive officer;

1.3.2 Outgoing Executive officers must transfer all paper and electronic documents to the incoming Executive officers;

1.3.3 A meeting should be held in April or May where outgoing and incoming Executive officers are present to promote a successful transition.

1.4 Meetings of the Executive

1.4.1 Regular meetings of the Executive shall occur once per month—except for the months of July, August, and December—to guide the actions of the URGSA;

1.4.2 Emergency meetings of the Executive may be called by the President with at least twenty-four (24) hour notice;

1.4.3 Quorum for meetings of the Executive is established by half plus one ($1/2 + 1$) of the current Executive officers in office;

- 1.4.4** Voting powers for meetings of the Executive, except where otherwise stated, is established by a simple majority (1/2) vote of the Executive officers present for the meeting;
- 1.4.5** In the case of a procedural dispute or a request for clarification on any matter relevant to Executive meeting conduct, the members shall consult a recent edition of Robert's Rules of Order.

1.5 Honorariums for Executive Officers

- 1.5.1** Executive officers are entitled to an honorarium at the end of each semester in office if the Executive officer (a) has attended at least 50% of the regular meetings of the Executive for the current semester and (b) has submitted a report to the Council describing how they fulfilled their responsibilities, as specified in Bylaw 1.1, over the course of that current semester;

BYLAW 2 – COUNCIL

2.1 Responsibilities of Council Members

2.1.1 All Council Members

1. Act as voting members of Council;
2. Serve as the liaison between the URGSA and graduate students at the University of Regina;
3. Provide recommendations on issues involving graduate students at the University of Regina;
4. Be familiar with the URGSA Constitution, URGSA Bylaws, Policies of the URGSA, Robert's Rules of Order, and other documents relevant to their position or office.

2.2 Meetings of Council

- 2.2.1** Regular meetings of Council shall occur in September, November, January, and March to guide the actions of the URGSA;
- 2.2.2** Emergency meetings of Council may be called by the President with at least twenty-four (24) hour notice;
- 2.2.3** Quorum for meetings of Council is established by half plus one (1/2 + 1) of the current Council members in office;
- 2.2.4** Voting powers for a meeting of Council, except where otherwise stated, is established by a simple majority (1/2) vote of the Council members present for the meeting;

- 2.2.5** In the case of a procedural dispute or a request for clarification on any matter relevant to Executive meeting conduct, the members shall consult a recent edition of Robert's Rules of Order.

2.3 Council Honorariums

- 2.3.1** Council members, excluding Executive officers, are entitled to an honorarium at the end of each semester in office if the Council member (a) attends at least 50% of the regular meetings of the Council and (b) has submitted a report to the Executive describing their faculty's activities aimed at graduate students over the course of that current semester;

BYLAW 3 – STANDING COMMITTEES

3.1 Standing Committee Descriptions

3.1.1 Research Conference Committee

1. Chaired by the Vice President Academic Affairs;
2. Organize and plan the University of Regina's Three Minute Thesis (3MT) Competition and another annual event which promotes graduate student research at the University of Regina (e.g., poster competition);
3. For each event, complete applications for internal and external sponsorships (e.g., Tri-Council, Government of Saskatchewan, corporations, faculties, departments);
4. For each event, coordinate room booking(s), food and beverages, keynote presenter(s), volunteers, call for abstracts, registration, promotional materials, programs.

3.1.2 International Graduate Students Committee

1. Chaired by the Vice President Student Life;
2. Represent the specific interests of international graduate students;
3. Promote awareness of international graduate student issues to the University of Regina community;
4. Support UR International with the annual "International Night" event by providing financial sponsorship.

3.1.3 Indigenous Graduate Students Committee

1. Chaired by the Vice President Student Life;
2. Represent the specific interests of indigenous graduate students;

3. Promote awareness of indigenous graduate student issues to the University of Regina community.

3.1.4 Events Committee

1. Co-chaired by the Vice President Academic Affairs and the Vice President Student Life;
2. Develop a schedule for academic and non-academic events for the academic year;
3. Organize and coordinate volunteers to assist with executing plans for academic and non-academic events;
4. Build a sense of community among graduate students.

3.1.4 Elections Committee

1. Chaired by the Chief Returning Officer (CRO);
2. Organize all aspects of elections;
3. Rule on election matters.

BYLAW 4 – FINANCES

6.1 Graduate Student Group Funding

- 6.1.1** Groups are eligible for ratification funding if their membership includes graduate students associated with a faculty or department at the University of Regina, has a bank account associated with their group, and provides a list of their executive members' names, signatures, student IDs, email addresses, and telephone numbers;
- 6.1.2** To receive ratification funding, groups must submit an application by October 31;
- 6.1.3** In terms of ratification funding, faculty-based graduate student groups will receive a base amount of \$500 and department-based graduate student groups will receive a base amount of \$250 for the academic year;
- 6.1.4** The rest of the amount allocated to ratification funding will be distributed proportionally to ratified groups based on the number of students who belong to the faculty or department with which the group is associated;
- 6.1.5** Groups that meet the criteria specified in Bylaw 6.1.1 are also eligible for special event funding one (1) time per academic year;
- 6.1.6** To receive special event funding, groups must submit a written request to the Vice President Finance at least one (1) month prior to the special event date;

6.1.7 Special event funding will be based on funding availability and can cover up to a maximum of five hundred (500) dollars and a maximum of fifty (50) percent of the event costs;

6.1.8 Special event funding cannot be used for the purchase of alcohol.

Certified by the undersigned to be a True Copy of the Bylaws as passed by the Executive on [...] and ratified by the general membership on [...].

President:

Vice President Academic Affairs:

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