



**Graduate Students' Association - University of Saskatchewan  
Council Meeting Agenda  
Tuesday December 11, 2018 - GSA Commons  
17:00 – 19:00**

The GSA operates on Treaty 6 Territory and the Homeland of the Métis Nation.  
We pay our respect to the First Nations and Métis ancestors of our gathering place and reaffirm  
our relationship with one another.

#	Item	Page	Action
1	Call to Order		
2	Guest speaker: Director of Student Affairs and Services		<i>Information</i>
3	Approval of the agenda	1	<i>Decision</i>
4	Approval of the minutes from November 20, 2018	2-12	<i>Decision</i>
5	Information to be received	10-27	<i>Decision</i>
	A. Executive meeting minutes from November 13, 2018		
	B. Executive meeting minutes from November 22, 2018		
	C. Diversity Committee Meeting Minutes		
	D. Sustainability Committee Meeting Minutes		
	E. Governance Committee Meeting Minutes		
6	Executive reports	28-33	<i>Information</i>
	A. Report of the President		
	B. Report of the VP Finance and Operations		
	C. Report of the VP Student Affairs		
	D. Report of the VP External		
7	Social clubs ratification	34-47	<i>Decision</i>
	A. Ghanaian-Cdn Association		

8	Study permit/implied status – changes	<i>Information</i>
9	Other business/Announcements	<i>Information</i>
10	Adjournment	<i>Decision</i>

*Next meeting: January 22, 2019*



University of Saskatchewan  
Graduate Students' Association  
GSA Council Meeting Minutes  
Tuesday November 20, 2018. GSA Commons

As Council gathers, we acknowledge that we are on Treaty 6 Territory and the Homeland of the Métis. We pay our respect to the First Nations and Métis ancestors of our gathering place and reaffirm our relationship with one another.

Attendance: *See appendix A*

**1. Call to Order**

Mr. Ghaith, chair of Council called the meeting to order at 5:08pm, observing that quorum had been attained.

Before plunging into the agenda Mr. Ghaith called Indigenous liaison (Marie-Eve Presber) to provide a short note to the GSA Council on her recent resignation from her executive post. Ms. Presber that due to her academic workload and her personal life it was in her best interest to follow through with the resignation. She further mentioned that 3 other co-council members of the Indigenous Council (IGSC) had resigned as well for similar reasons.

The Chair then on behalf of the Council thanked Ms. Presber for her contribution, and for her service of the past several months.

**2. Approval of the agenda**

*Motion to approve agenda. (GOMEZ/GRAY)*

**CARRIED**

**3. Approval of the Minutes from October 25**

*Motion to approve September Council minutes (MARTINEZ-SOBERANES/ MARRAY)*

**CARRIED**

**4. Information to receive**

A. Executive meeting minutes from September 25, 2018

B. Executive meeting minutes from October 11, 2018

C. Bursary Selection Committee Meeting Minutes.

*Motion to receive committees reports information (MELLIDEZ/ RODRIGUEZ)*

**CARRIED**

**5. Executive reports**

### **A. Report of the President**

The President highlighted three items from her report within the agenda package to the gathering namely:

- In February the university council approved a motion to support in principle a graduate student member on the board. This was taken to senate on October 20th to seek their support to which the university senate also provided support to this motion via a majority vote. With regards to how the governing bodies of the university works, the board of governors is autonomous, separated from the university council and senate so they have the freedom to add members as they see fit right now without changing the act. The GSA is in process of getting a graduate student representative at the discussion table so that views/perspectives of graduate students can contribute to more comprehensive discussions. This was done in a meeting with some of the members of board of governors where it was expressed that support from both senate and council have already been granted so it is the hope that word of a decision from the board of governors can be made by the end of year.
- Student supervisor agreement- a lot of positive feedback so based on this the executive is putting together a proposal to present to council see what the members think and to then consult with CGPS to see this can be mandated in the future.
- Graduate faculty supports- still in its infancy but it's the desire of the president that a more formal package/ toolbox can soon be presented to council on what current and future supervisors could benefit from in their roles as mentors.

There were no questions for the president.

### **B. Report of the VP Finance and Operations**

128 bursary applications were reviewed but because of limited funds only a small percentage of those were granted a bursary so the VP of finance urged unsuccessful applicants to re-apply in the winter. Mr. Gomez thanked all the council members who served on the bursary committee. He also thanked the members of the executive who facilitated the functioning of the GSA commons during the office manager's vacation.

There were no questions for the VP Finance and Operations.

### **C. Report of the VP Student Affairs**

The VP student affairs outlined a few future events for the gathering:

- At the end of February the GSA will host its research conference so expect abstract request in Jan. At this time there is no theme as there is such a broad range of research projects on campus.
- In March Three Minute thesis competition dubbed the 3MT will be held so please look out for this, may need some council member, CGPS and some industry folk to assess the talks.
- Edgar is also on the executive for the student forum so if you have any feedback or advice that you think can help your department run smoother feel free to contact him.

There were no questions for the VP Student

#### **D. Report of the VP External**

The Chair informed the gathering that the VP external could not attend the meeting as he was representing the GSA in the CFS and so asked members of the executive if there was any message(s) they could relay to the council members on his behalf.

President Sahtout shared with the audience that 2nd offering of first aid course will happen on the 27th November and that the deadline to register was the 23rd November. It is being offered at a price of \$100 which is approximately an \$80 discount for the GSA.

President Sahtout also informed the council members that on Thursday at 5pm there will be laughter therapy at the GSA commons. It's a technique used for stress relief, so if you think you can do with some relief head down to the commons for 5pm.

### **6. Ratification of social clubs**

#### **A. Brazilian Students Association of the University of Saskatchewan**

Brazilian Students Association representative shared a few words about the Association. He said that it was founded in 2016 and works with the off campus Brazilian Association at times to put on events. Most of their members are graduate students. They have participated and held activities from social activities to school orientation.

Motion to ratify the Brazilian Students Association of the University of Saskatchewan.  
(GOMEZ/PAROLIA)

**CARRIED, ONE ABSTENTION (RAZAN)**

#### **B. U of S India Students' Association**

VP student affairs shared some information on the association.

Mission is to serve as the ambassador to India, sharing Indian food and culture with the university community.

Motion to ratify the U of S India Students' Association. (GOMEZ /NASEEMAR)

**CARRIED ONE ABSTENTION (SHARMA)**

### **7. Other business/Announcements Information**

VP Student affairs informed the council members that the wellness center is in marquis.

They Gather to have discussions on the overall health and wellness of the graduate student

community. They'd like more representation in the wellness champion group so those interested were ask to meet or contact Edgar at the end of council meeting.

Mr. Ghaith reminded the gathering that the next council meeting will be on December 11th

**8. Adjournment**

*Motion to adjourn (ZAHAN/ADAMS) at 5:33*

**CARRIED**

## Appendix A

Academic Council	Name of Councilors and (alternates)	Sep.25 2018	Oct.16 2018	Nov.20 2018	Dec.11 2018	Jan.15 2019	Feb.12 2019	Mar.12 2019	Apr.9 2019
Animal & Poultry Science	Brittany Ross (Tess Mills)	P	R	P					
ARCHAIA	Alne Dolln (Adrienne Ratuszniak)	P	P	P					
Biology	Dylan Baloun (Carmen Marquez Mellidez)	P	P	P					
Chemistry	Doug Fansher (Richard Pettipas)	P	A	R					
Geography & Planning	Bethany Thiessen (Apeksha Heendeniya)	P	P	P					
Geological Sciences	Brittany Laing (James Schulte)	P	P	P					
History Graduate Students' Committee	John Bird (Mckelvey Kelly)	P	P	P					
IGSC (1)	Tara Million (Adam McInnes)	P	P	NA					
IGSC (2)	NA	NA	NA	NA					
Kinesiology	Natasha Boyes (Natalie Houser)	P	P	P					
Computer Science Grad Course Council (1)	Rifat Zahan (Tonny Kar)	P	P	P					
Computer Science Grad Course Council (2)	Parastoo Veisi (Kawser Nafi)	A	P	A					
PEGASUS	Jason Ho (Ethan Runge)	P	P	P					
Soil Science Graduate Student Association	Jennifer Bell (Aimee Schryer)	P	P	P					
WCVM GSA	Breanne Murray (Narsimha Pujari)	P	P	P					

Master of Business Admin Representative Council (MBARC)	Tyler Gray (Alli Sparling)	NA	NA	P					
Academic Council	Name of Councilors and (alternates)	Sep.25 2018	Oct.16 2018	Nov.20 2018	Dec.11 2018	Jan.15 2019	Feb.12 2019	Mar.12 2019	Apr.9 2019
Psychology Graduate Student Assoc.	Sarah Mohammed (Farron Wielinga)	P	P	A					
AREC	Yerebakia Choro (Ran Sun)	NA	P	P					
SENSSA (1)	Peter Friedrichsen (Belizario Carballo)	P	R	P					
SENSSA (2)	Laila Balkhi (Belizario Carballo)	NA	P	P					
Pharmacy & Nutrition Graduate Students' Council P&N-GSC	Lina Kharabsheh (Yvonne Ruhumbika)	P	P	A					
School of Public Health Students' Assoc (SPHSA) (1)	Cheryl Roett (NA)	NA	P	P					
School of Public Health Students' Assoc. (SPHSA) (2)	Chiamaka Ezekwesili (NA)	NA	P	P					
Physical Therapy Student Society (PTSS)	Kyla Collins (Katrin Ritchie)	P	P	P					
Engineering, Chemical	Khaled Zoroufchi Benis (NA)	P	P	P					
Engineering, Mechanical	Bicheng Xing (Stephen Owuamanam)	P	P	P					
Engineering, Electrical	Ozan Gunes (Jose Berkenbrock)	P	P	P					
Engineering, Biomedical	Saman Naghie (Ejalonibu Hammed)	P	P	P					
Biochemistry, Microbiology & Immunology	Kusum Sharma (Mamata Panigrahi)	P	A	P					
Anatomy, Physiology & Pharmacology	Kushagra Parolia (Sarah Martin)	P	P	P					
Community Health & Epidemiology	Jacob Alhassan (Liliana Rodriguez)	NA	P	P					







## University of Saskatchewan - Graduate Students' Association

### Executive Meeting Agenda

**November 13, 2018, 4PM – 5:30PM**

**Present:** Naheda Sahtout (President), Jesus Corona Gomez (VP Finance and Operations), Edgar Martinez-Soberanes (VP Student Affairs), Somtochukwu Ufondu (VP External).

**Regrets:** none

#### **1. Call to Order / Opening Remarks**

The President called the meeting to order at 4:11PM.

As per her email communication to the Executives, the Indigenous Liaison has tendered her resignation. We deeply appreciated her work over the past few months and wish her the best of luck in her academic journey.

B.

#### **2. Approval of the Agenda**

The President asked if there were any additions or amendments to the agenda as circulated. Seeing none the President asked for a:

C.

*Motion to approve the agenda as circulated moved by the VP Student Affairs and seconded by the VP External.*

***D. Motion carried.***

#### **3. Approval of the October 25, 2018 Executive Meeting Minutes**

The President asked whether there were any further amendments to the October 25, 2018 Executive Meeting Minutes.

*Motion to approve the October 25, 2018 Executive Meeting Minutes moved by the VP External and seconded by the VP Finance and Operations.*

***E. Motion carried.***

#### **4. Items for Action**

***4.1. Funding Request: Psychology Graduate Student's Associate (PGSA).***

The President indicated that PGSA had provided the Executives with a thorough description and budget of their events for the year ahead. The President welcomed Brandon Sparks, the President of PGSA, to the Executive meeting and asked him to provide a brief description of the events. Sparks indicated that PGSA tries to host one event a month dedicated mostly for their graduate student community. He mentioned the Trivia Night will be at Louis' Loft, PGSA Holiday Party at one PGSA member's residence, PGSA Year-End Party at Hunter's Eastview Bowl and the funding requested is mostly to cover cost of food, and entrance fees if necessary. The VP Finance and Operations asked Sparks to talk more about the Bowling event, which represents the highest amount of monies required to host. Sparks mentioned the entrance fee to Hunter's Eastview Bowl is around ten dollars and he expects to have around 40 students, and this includes safe transportation for students after the event if necessary, so as to not promote drinking and driving. The VP External asked whether other sources of funding were explored. Sparks mentioned that their department provides them with minimum funds so they fundraise throughout the year; however, the GSA has been the most important benefactor for PGSA.

The President mentioned that when the GSA sponsors an event, the GSA logo is expected to be on the posters and an announcement should be made at the event. Sparks agreed to add the GSA logo on posters and advertising material. The President indicated that the decision is based on the budget and not on the event. The President thanked Sparks for providing the proposal and further information in the meeting.

*The VP Student Affairs moved to approve funding in the amount of \$500 to the PGSA. This motion was seconded by the VP Finance and Operations.*

***Motion carried.***

The VP Finance and Operations will email Sparks to let him know when he can pick up the cheque.

#### ***4.2. Search Committee: Vice-Dean Indigenous, College of Arts and Science (Email communication November 4, 2018)***

Due to unforeseen circumstances, Marie-Eve is no longer able to participate as the GSA representative on the Search Committee for the Vice-Dean Indigenous, College of Arts and Science. Due to the short notice, we were unable to secure an Indigenous graduate student to participate on this Search Committee. As with all senior admin search committees, the composition, as approved by the University Board of Governors, must include a graduate student appointed by the GSA. The first meeting of the Search Committee happened on November 5 @ 8 AM; the Vice-Presidents all indicated that they were unavailable. Therefore,

*Motion to approve Naheda Sahtout to serve as the GSA representative on the Search Committee for the Vice-Dean Indigenous, College of Arts and Science moved by the VP Student Affairs and seconded by the VP Finance and Operations.*

***3 in favour. 1 abstention.***

#### ***4.3. Student Forum Executive (Email communication November 6, 2018)***

Due to the resignation of the Indigenous Liaison, a new Executive must be appointed to sit on the Student Forum Executive along with the VP Student Affairs. VP Finance and Operations and VP External both indicated that they were over-burdened by their other commitments and were worried that they would not be able to fully commit to this committee. Therefore,

*Motion to approve the President, Naheda Sahtout, to sit on Student Forum Executive.*

***3 in favor. 1 abstention.***

#### ***4.4. Cheque Remittance***

Whereas GSA bylaws 5.4.3 restricts expenditure amounts above \$500, of any budget line, with the exception of salaries and Executive honorariums, without a majority vote of the Executive.

BIRT that the following expenditures be authorized:

- Payment to Canadian Federation of Students (CFS) in the sum of \$3558.45 issued on October 12, 2018 for the GSA Handbooks Chq#3821, Inv#1339.
- Payment to Canadian Federation of Students (CFS) in the sum of \$17,301.53 issued on October 31, 2018 for the CFS Fall Remittance, Local 101 Cheque#3848.
- Payment to Chip Bookkeeping in the sum of \$3080.38 issued on October 31, 2018 for bookkeeping services, Invoices 2757, 2787, 2811 - Chq#3827.
- Payment to City Transit in the sum of \$307720.49 issued on October 31, 2018 for the Saskatoon City Transit Fall UPASS Remittance Cheque#3849.

*Motion to approve the above expenditures moved by the VP Finance and Operations and seconded by the President.*

***Motion carried.***

### **5. Items for Information / Discussion**

#### ***5.1. GSA policies -Parking for guests***

The VP External asked whether there was a parking spot available for the Executives in order to lend it to guests, such as the instructor who will conduct the First Aid training. She will bring equipment for the training, and she requires a parking spot close to the GSA Commons. The President mentioned that the only spot reserved was for the Office Manager, but it is possible to pay for parking of the instructor, as it is often done with other guests, especially as this is part of the Health Chat series and there is a budget available for that.

#### ***5.2. Update planning for the Winter Orientation***

The VP Student Affairs mentioned that he had started planning for the Winter Orientation, and will ensure that the details are with the Executives prior to the event.

### ***5.3.Update GSA Fall Bursary Selection Committee***

The VP Finance and Operations mentioned that there were 128 applications for the GSA Fall Bursary. The GSA Bursary Selection Committee selected 20 beneficiaries for this needs-based bursary on October 27<sup>th</sup>. The recipients were contacted on November 2<sup>nd</sup>. The VP Finance mentioned he would organize a meeting with the GSA Bursary Selection Committee to work on improvements on the rubric in order to facilitate the evaluation of the applications.

## **6. Other Business**

None.

## **7. Confidential Session**

## **8. In-Camera Session**

## **9. Adjournment of Meeting**

The President asked whether there was any other business arising. Seeing none, the meeting was adjourned at 5:16PM.



## University of Saskatchewan - Graduate Students' Association

### Executive Meeting Minutes

November 22, 2018, 4PM – 5:30PM

**Present:** Naheda Sahtout (President), Jesus Corona Gomez (VP Finance and Operations), Edgar Martinez-Soberanes (VP Student Affairs), Somtochukwu Ufondu (VP External).

**Regrets:** none

#### 1. Call to Order / Opening Remarks

The President called the meeting to order at 4:12 PM.

The President thanked the Executives for being flexible and accommodating a change in meeting time.

#### 2. Approval of the Agenda

The President asked if there were any additions or amendments to the agenda as circulated. Seeing none:

*Motion to approve the agenda as circulated moved by the VP Finance and Operations and seconded by the President.*

*Motion carried.*

#### 3. Approval of the November 13, 2018 Executive Meeting Minutes

The President asked whether there were any further amendments to the November 13, 2018 Executive Meeting Minutes.

*Motion to approve the November 13, 2018 Executive Meeting Minutes moved by the VP Student Affairs and seconded by the VP Finance and Operations.*

*Motion carried.*

#### 4. Items for Action

##### **4.1 Funding Request: SSGSA (Soil Science Graduate Student Association).**

The VP Finance and Operations indicated that he had received a funding request from SSGSA with a thorough description and budget of the event; Soil Science Christmas party. The President welcomed Aimee Schryer, the President of SSGSA, to the Executive meeting and asked her to provide a brief description of the event. Schryer mentioned that the Soil Science Christmas party is an annual event held by the SSGSA and is an opportunity for both staff and graduate students to interact in an informal setting. The aim of the event is to build a cohesive community amongst the members. Schryer indicated that one of the SSGSA goals is to minimize costs of all social activities in order to further engage graduate students.

The VP Finance and Operations asked whether they had already started selling tickets for the event or if the revenue stated on the budget provided was an estimation of these sales. Schryer mentioned it is an estimation of the 75 tickets they expected to sell. The VP Student Affairs asked where the food will come from. Schryer explained that the food will be bought from Boryskis, PicNic's, and Costco. The President asked for further explanation to the bartending and alcohol profit. Schryer explicated that any revenue made through alcohol sales and bartending will be donated to the Saskatoon Dog Rescue.

The President thanked Schryer for attending the meeting and mentioned that when the GSA sponsors an event, the GSA logo is expected to appear on the posters and an announcement should be made at the event. Schryer agreed to include the GSA logo on posters and advertising material. The President indicated that the decision was based on the budget and not on the event. The President thanked Schryer for providing the proposal and attending the Executive meeting to provide further information.

*The VP Finance and Operations moved to approve funding in the amount of \$200 to SSGSA. This motion was seconded by the VP Student Affairs.*

***Motion carried.***

The VP Finance and Operations will email Schryer to let her know to pick up the cheque.

#### ***4.2 Graduate student representative on the Recreation and Athletic Advisory Council.***

The President received correspondence that the Recreation and Athletic Advisory Council was to meet in the near future. The President indicated that two graduate students sit on the Recreation and Athletic Advisory Council – the GSA President and at least one graduate student amongst the (a) Co-Presidents of the Campus Recreation Student Board, or (b) President of the Huskie Athletics Council. The President had received correspondence that this year, there was no graduate student amongst the Co-Presidents of the Campus Recreation Student Board or the President of the Huskie Athletics Council and therefore the GSA was to appoint one additional graduate student.

The President reached out to the College of Kinesiology Academic Councillors, and Natasha Boyes, who sat on this council last year, expressed interest in sitting once again.

*The VP Student Affairs moved to approve Natasha Boyes to sit on the Recreation and Athletic Advisory Council. This motion was seconded by the President.*

***F. Motion carried.***

#### ***4.3 Executive meeting dates for December, 2018.***

The President wished to confirm that the Executive meetings for December will occur on December 6 and December 20. Seeing as two of the Executives will be physically absent on the 20<sup>th</sup>, it was indicated that they could communicate via teleconference. It was decided that apart

from any other agenda items that may arise, that the meeting on the 20<sup>th</sup> would be an opportunity for each Executive to indicate their plan for the winter term.

#### ***4.4 Executive Meeting dates for winter term***

The President proposed dates for the Executive meetings for the winter term. She emphasized that all the dates are Thursdays at 5 PM, as usual, and asked the Executives if they had any comments regarding the dates proposed. The Executives agreed with the following dates.

- January 17, 31,
- February 14, 28,
- March 14, 28,
- April 11, 25

#### ***4.5. Cheque remittance***

Whereas GSA bylaws 5.4.3 restricts expenditure amounts above \$500, of any budget line, with the exception of salaries and Executive honorariums, without a majority vote of the Executive.

BIRT that the following expenditures be authorized:

- Reimbursement to VP Student Affairs in the sum of \$682.75 issued on October 4, 2018 for September Social Wine and Cheese Chq#3819.
- Bursary recipients (20) in the total sum of \$20,000.00 issued on October 31, 2018 for the GSA Fall Bursary Chq#3833, 3838, 3835, 3839, 3834, 3845, 3841, 3844, 3847, 3837, 3836, 3840, 3858, 3859, 3860, 3861, and 3862.
- Transfer of funds to StudenCare in the sum of \$447,671.21 issued on November 13, 2018 for Health & Dental Plan for fall 2018 Chq#3852.
- Payment to Chip Bookkeeping Services Inc. in the sum of \$816.12 issued on November 13, 2018 for bookkeeping services Chq#3851.
- Transfer of funds to Emily Mireles in the sum of \$1560.00 issued on November 16, 2018 for First Aid courses offered on November 15, 16, 17 Chq#3863.
  - This amount corresponds to individuals who paid the GSA for course registration as they did not feel comfortable with an e-transfer to the instructor.

*Motion to approve the above expenditures moved by the VP Finance and Operations and seconded by the President.*

***Motion carried.***

## **5. Items for Information / Discussion**

### ***5.1 Honorarium pay***

The President indicated that honorarium cheques will have CPP deductions and Executives should expect the amounts to be slightly less than their usual pay. The Executives will receive a T4A from the bookkeeper early next year to use when claiming taxes. CPP deductions will begin on payments over \$3500 and therefore it is expected that only the Executives (and not the Chair / Recording Secretary) would get deductions this year.



### ***5.2 CFS report VP External***

The VP External provided an update of the last Canadian Federation of Students' National General Meeting. It was good to know that CFS now has a mental health policy, which aims to address the rigour of post-secondary students, which is seen as a source of significant stress. This policy includes strongly worded statements which are each geared to either support or oppose the mental health services/policies of post-secondary institutions, in the interest of its (CFS) members. One such statement reads, "The Federation supports mental health services that provide graduate students with specific mental health services that acknowledge and support their distinct mental health concerns." Another reads, "The Federation opposes Policies at post-secondary institutions that put international students' residency status in jeopardy based on perceived mental health issues." The Federation is also currently working on producing mental health awareness packages, specifically for graduate students through their Graduate Caucus.

The CFS national executives put forward a motion to have an annual AGM instead of a bi-annual one, as the Federation currently has. This is because of the new financial reality the Federation now finds itself in, as a result of the expulsion of 12 locals. The motion also included a clause to have only one delegate from each local attend the June 2019 meeting, in order to amend the bylaws necessary for the change to occur, according to the Canada Not-for-profit Corporations Act. This motion was, however, defeated on the floor, as member locals argued that one representative per local would not be sufficient for such major decision-takings involved in bylaw amendments. Therefore, a new motion was put forward to hold the June 2019 meeting as usual, with full delegation from member locals, where the bylaws of the Federation can then be changed to allow for an annual AGM starting 2020. This motion passed.

### **6. Other Business**

### **7. Confidential Session**

### **8. In Camera Session**

### **9. Adjournment of Meeting**

The President asked whether there was any other business arising. Seeing none, the meeting was adjourned at 5:28 PM.



**Graduate Students' Association**  
University of Saskatchewan

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### **Diversity Committee Meeting Minutes**

**November 26, 2018, 12:30PM – 1:00PM**

**Present:** Somtochukwu Ufondu (VP External), Jessa Hughes (Chair/general member), Amara Zuhair (Minute Taker/general member), Stephen Owuamanam (Council member), Ejalonibu Hammed (Council member), Cloud Heng (general member), Shahin Layeghpour (general member)

**Regrets:** Arka Guo (general member)

Meeting was called at 12:35 pm on 26<sup>th</sup> of November, then introductions ensued.

The VP External then said that there needed to be an appointment of the Chair of the Diversity Committee. Jessa and Shahin presented themselves as the nominee for the Chair. A secret ballot was carried, and Jessa got the majority votes and was selected as chair. Somto then handed over all the proceedings to Jessa. Amara was also appointed as the minute taker. To further proceed, Shahin moved the motion for approval of the meeting agenda and the VP External seconded it.

For the kind of work the previous committee already did, the VP External said that he would dig through past email correspondence, and find information regarding the previous work done. He would then send this information to the Chair, which she would further distribute to the other members of the committee.

The function of the Diversity Committee and the terms of reference was read out by the Chair.

For the potential initiatives that should be taken up by this year's Diversity Committee, it was decided that the members needed to have an idea of the work done by the past committee, so as to avoid repetition.

An open discussion was held for the next meeting. It was then decided that there would not be a meeting held in December. Therefore, next meeting would be in January. The date for the next meeting will be decided by a doodle poll. The Chair would be responsible for setting up this poll.

Meeting was adjourned at 12:57 PM.



*University of Saskatchewan Graduate Students Association*

# **SUSTAINABILITY COMMITTEE**

**Tuesday, November 27, 2018**

**12:30PM**

**GSA Commons, Emmanuel & St. Chad College**

## **ATTENDANCE**

<b>Name</b>	<b>Present</b>
Laila Balkhi (Chair)	Y
Saman Naghieh	Y
Dylan Baloun	Y
Khaled Zoroufchi Benis	Y
Somtochukwu Ufondu	Y
Jo Ann Chew	Y
Alina Ostrowska	Y

**Regrets: None**

## **AGENDA (SC 2018-01)**

### **2018-01/1     INTRODUCTION**

#### **2018-01/1a     Call to Order**

The VP EXTERNAL: Called the meeting to order at 12:34PM.

#### **2018-01/1b     Approval of Chair**

BALKHI: nominated herself.

CHEW: nominated herself.

BALKHI and CHEW **APPROVED** to be co-chairs.

#### **2018-01/1b     Approval of Minute Taker**

CHEW: Minute taker for this meeting. **APPROVED.**

#### **2018-01/1c     Approval of Agenda**

All **APPROVED.**

### **2018-01/2     UPDATE ON WORK DONE SO FAR**

**2018-01/2a** The VP EXTERNAL: updated committee on changing of bin appearance, using reusable plates and cutleries at GSA Commons, sustainable practices events, sustainable video, and the potential of compost bins.

**2018-01/3** **REVIEW OF TERMS OF REFERENCE**

**2018-01/3a** See 2018-01/7a.

Removal of square boxes throughout Terms of Reference.

Addition of “awareness of and working to solve” under Commitments Point 1.

Amendment to Internal Commitments Point 2 and 3 into one sentence.

Removal of word “Sustainability” at the end of Internal Commitments Point 5.

Removal of the “Committee Purpose” section since the same information is repeated under the “Commitments” section. And making the “Commitments” section to read, “Purpose/Commitment.”

BALOUN: brought up the point of providing permission to proceed with a meeting despite being absent. The VP EXTERNAL mentioned that that could only work for minor decisions, but that for major decisions, quorum must be reached. Otherwise, voting would take place via email.

The VP EXTERNAL: mentioned GSA Indigenous Liaison has resigned and therefore someone needed to fill in and fulfill the internal commitments as per our Terms of Reference.

Someone asked whether the position of the GSA Indigenous Liaison would be made open for election at the next council meeting.

The VP EXTERNAL: clarified that the position of the GSA Indigenous Liaison in the GSA Sustainability Committee cannot just be filled unless the IGSC appoints someone.

BALOUN: offered to take on the roles and responsibilities of indigenous liaison until the Indigenous Liaison position is filled. **APPROVED.**

Addition of “These terms of references are the policy of the GSA Sustainability Committee” at the beginning of the Policy Section.

Amendment of “every year during the winter semester” to “twice a year, once at the first meeting and second at the end of the academic year (in the winter semester)”.

**2018-01/4      POTENTIAL INITIATIVES**

**2018-01/4a**      The VP EXTERNAL/ BALKHI: updated the committee on previous efforts by the Office of Sustainability to speak with food court vendors in Lower Place Riel to use more sustainable materials.

OSTROWSKA/BALKHI: suggested composting to improve sustainability.

BALOUN: suggested conducting trial runs by departments to compare how much energy and waste is saved.

**ACTION ITEMS:**

The VP EXTERNAL: to find out what the previous sustainability committee did regarding composting waste at the GSA.

OSTROWSKA/BALKHI: to bring up composting suggestions to SENSSA.

**2018-01/4b**      ZOROUFCHI BENIS: posed the question ‘How sustainable are we?’, and suggested monitoring and comparing with other universities, departments, or years. Goals can also be set to aim to be more sustainable.

OSTROWSKA: mentioned Lower Place Riel has a monitor that tracks the university’s sustainability levels on a large scale.

CHEW: stated this same information can also be found in the Engineering Building.

ZOROUFCHI BENIS: suggested looking at other forms of waste as well.

BALKHI: noted the missions and inventory reports found at the university’s sustainable website.

**ACTION ITEM:**

ZOROUFCHI BENIS: to follow up/find out more information on possible future steps the committee can take.

**2018-01/4c**      OSTROWSKA: suggested creating a WhatsApp group for the committee for easier communication methods. CARRIED.

**2018-01/4d** OSTROWSKA/BALKHI: mentioned an e-mail regarding a workshop event to improve sustainability. Wondered if there is potential for collaboration with the GSA sustainability committee.

The VP EXTERNAL: mentioned a \$600 budget fee for the Sustainability Committee, although most of the amount is usually spent in February, during Sustainability Slam.

#### **ACTION ITEMS:**

OSTROWSKA: to forward said e-mail to committee members.

OSTROWSKA/BALKHI: to meet with SENSSA to discuss collaboration to hold event on December 10/11/12.

OSTROWSKA/BALKHI/The VP EXTERNAL: to publicize and promote said event on platforms and organizations related to sustainability (USSU, Office of Sustainability, PAWS, etc.).

#### **2018-01/5     NEXT MEETING**

**2018-015a**     **Next meeting:** TBA. Will be decided beginning of next semester.

#### **2018-01/6     INFORMATION ITEMS**

**2018-01/6a**     GSA Sustainability Committee Terms of Reference Update

#### **2018-01/7     ADJOURNMENT**

BALKHI: Adjourned the meeting at 1:59PM.

2018-01/6a

## GSA Sustainability Committee Terms of

### Reference Vision

The sustainability policy is a set of rules and guidelines that ensure that the Graduate Students' Association is a sustainable association that can lead its community by example.

### Scope & Definition

The sustainability policy should be a living document, used in tandem with the University of Saskatchewan Sustainability Policy. Sustainability is a mindset intertwining the interdisciplinary actions that sustain environmental resources as well as the social and economic well-being of its community.

### Purpose/Commitments

The GSA commits to incorporate sustainability in all its activities, including ~~external~~EXTERNAL advocacy and internal organization and events. The Sustainability Committee will be responsible for;

1. Promoting awareness of, and solving, environmental, social and economic sustainability issues related to graduate students.
2. Assuming responsibility to guide sustainability initiatives and the application of sustainable practices at the GSA.
3. Collaborating and building partnerships with other units to address sustainability.
4. Advising Council on matters related to sustainability.

### ~~External~~EXTERNAL Commitments

1. GSA will advocate for sustainable practices through its university ~~external~~EXTERNAL representation.
2. The GSA will actively collaborate with other student groups and associations in promoting sustainability.
3. Sustainability practices of ~~external~~EXTERNAL entities (companies, associations, firms) should be taken into consideration by the GSA before engaging with them.

### Internal Commitments

1. The GSA commons must have at all times at least one (1) bin for single stream recycling, one (1) bin for returnable bottles, and one (1) bin for garbage.

~~2.~~—The GSA will buy recycled printing paper and will endeavor to source all other ~~office,~~  
~~3.2.eventoffice, event~~, food etc. supplies from local, fair-trade, and environmentally responsible sources.

~~4.3.~~The GSA will adhere to the EH&S (Environment Health and Safety) guidelines for sustainable events: •

2018-01/6a

- Ensure food is locally sourced when possible (Hive, City Farm, etc. ~~..~~ ):- •
- Proper waste triaging for paper, plastic and metal, and compost. •
- Minimize plastic use in favor of more recyclable or compostable materials (Water jugs, Concordia dish project, compostable plates, minimal packaging, etc..)

~~5.4.~~The GSA will not use any Styrofoam products for GSA events or initiatives, as Styrofoam cannot be recycled in Saskatoon. ~~Sustainability~~

### Committee Purpose

- Promote environmental, social and economic sustainability issues related to graduate students •
- Assume responsibility to guide sustainability initiatives and the application of sustainable practices at the GSA •
- Collaborate and build partnerships with other units to address sustainability •
- Advise Council on matters related to sustainability •
- ~~The committee will be responsible for hosting at least one initiative, whether it be the Sustainability Slam or otherwise, during the academic year.~~

### Meetings

- Meetings will be held once a month, or more frequently as needed •
- The committee meets once a month, and quorum is 50% of its members (rounded up).

### Roles and Responsibilities

- The committee provides Council with an action plan for the year in the month of November. •
- Every two months (2) the committee presents a status report to Council.
- Vice-President ~~External~~EXTERNAL will be responsible for the above mentioned ~~external~~EXTERNAL commitments. •
- Indigenous Liaison will be responsible for the above mentioned internal commitments.

### Policy Review



These terms of references also serve as the policy of the GSA on Sustainability Committee.  
 This policy should be reviewed by the committee every twice a year ~~—, once at the~~  
~~first beginning and last meetings and second at the end of the academic year~~ committee. ~~(during~~  
~~in the fall/winter semester terms).~~ It should be updated to ensure the adoption of best practices  
 and inclusion of new sustainability-related initiatives at the University of Saskatchewan.



**University of Saskatchewan – Graduate Students' Association  
Governance Committee Meeting  
November 22, 2018, 11:00 AM– 11:30 AM**

**Present:** Somto Ufondu (VP External), Jesus Corona Gomez (VP Finance and Operations), Cheryl Roett (Councillor), Saman Naghieh (Councillor), Naheda Sahtout (Councillor)

**Regrets:** Ziad Ghaith (Council Chair)

**1. Call to Order**

The meeting was called to order at 11:00 AM.

The committee agreed that while Roberts Rules of Order would be used, the structure of the committee meetings would be informal.

**2. Introductions**

Members of the committee introduced themselves.

**3. Appointment of the Chair**

The role of the Chair on this Committee was discussed. It was indicated that the Chair was responsible for organizing meetings, chairing the meetings, moderating the discussions and speaking to the changes approved by the governance committee members at an AGM and as needed. The chair facilitates the meetings; however, unlike other committees, the chair retains their vote. .

*Motion to appoint Cheryl Roett as Chair of the Governance Committee moved by Naheda Sahtout and Seconded by Saman Naghieh.*

*All in favour. 1 abstention  
Motion carried.*

**4. Quorum**

The committee discussed quorum and the decision making process. It was indicated that as per the Association Bylaws, quorum was a simple majority of voting members. This meant that the meeting met quorum when there were at least 4 members present. To approve any recommendations to changes in the governing documents, a simple majority vote of members present was required, as per Roberts Rules of Order.

**5. Governing Documents**

The VP External provided definitions of constitution, bylaws and policies to help reiterate the difference between the three.

- **Constitution:** contains fundamental principles which govern the operations of the association
- **Bylaws:** establishes specific rules or guidelines of which the group is to function by
- **Policies:** any written statement that articulates and defines important objectives, principles, values and limits / prescribes what kind of actions are taken in situations

The Association currently has all three governing documents. Any amendments made to the Constitution requires a 2/3 vote at a General Meeting; any changes made to the Bylaws requires a

majority vote at a General Meeting; changes to the Policies can be approved by majority vote at Council or at a General Meeting.

## **6. Other Business**

It was mentioned that participation on this committee was CCR approved; however, this meant that members needed to be engaged throughout the duration of the year.

The Chair indicated that in her next email to the members, she would set meetings for the week of January 14 and January 28. Several of the committee members preferred that the meetings be held in the evening. The email will also circulate the potential terms of reference and the governing documents. Members were encouraged to go through the governing documents and terms of reference and bring forward any suggestions at the next meeting.

## **7. Adjournment**

Seeing that the agenda was exhausted and that there was no other business, the Chair adjourned the meeting at 11:38 AM.



University of Saskatchewan Graduate Students' Association  
**President Report – December 2018 GSA Council Meeting**

I would like to extend my warmest wishes to Council members for the holiday season. We look forward to 2019 as we continue to work on supports and services that enhance the academic experience of our graduate students.

**(1) Implied Status Change**

On October 13, 2018, the University implemented a change in policy that affects international students. This change would prevent international students from continuing to work on campus should their study permit have expired, and their new study permit not arrived. While the Immigration and Refugee Protection Regulation 189 implies that international students under implied status are legally entitled to work, employers are entitled to make decisions that dictate otherwise.

This is a concerning change, as it creates added financial stress for our international students. We have met with University legal counsel, as well as other members of the university community, to understand the rationale behind this change. We continue to seek clarification on this matter.

**(2) Student-Supervisor Agreement**

In the New Year, we will bring forward to Council a proposed timeline for the implementation of the Student-Supervisor Agreement. Council will be part of a thorough consultative process that would seek feedback from students and faculty. We strongly believe the implementation of the Agreement would help in enhancing communication between students and supervisors and foster a stronger relationship that would lead to a more superior academic experience.

**(3) Graduate Faculty Supports**

We will continue to work towards creating a supervisory manual that would be accessible to all faculty. We hope to have a preliminary draft to show Council sometime in the next term. Through this consultative process, we hope to understand how we can support our faculty so as to provide them with the tools to be better mentors, supervisors and academic leaders.

**(4) Networking with Industry**

In the New Year, we will be meeting with senior administration to discuss how we can reduce the gap between academia and industry. With many of our graduate students having to find jobs in industry, this is an important step in the right direction. We hope to come back to Council with a possible plan on how we would be engaging Colleges and Schools to create a network to which students can access.

**(5) Appreciative Inquiry**

One of the ways in which we can improve on the student-supervisor relationship is to understand what makes this relationship successful. In late January / early February, we hope to engage both graduate students and faculty in a discussion that would identify the key components of a successful student-supervisor relationship. Through this discussion, we can identify what other supports need to be in place to foster this positive relationship.

We will continue looking for opportunities that will benefit graduate students at the University of Saskatchewan. I look forward to the upcoming year and to working with you to promote and foster a superior academic experience for our graduate students.

Naheda Sahtout

President, Graduate Students' Association

## Monthly Report from the VP Finance and Operations December 2018 GSA Council Meeting

Good Evening GSA members,

I am pleased to keep you informed with an update on my activities as the current Vice-President Finance and Operations.

I would like to thank the Office Manager and the GSA President who have done an extraordinary effort during the past months. As a team we have done everything that practically the most essential work in this portfolio is up to date. The highlight of the past month is that the insurance of the Graduate Students' Association has been renewed with HUB International. Additionally, I met the executives of Studentcare (our health and dental plan provider), they gave special importance to their high security data storage which protects students information of the different GSA's in Canada. Finally, I would like to congratulate the VP External Somto Ufondu for organizing the Laughther therapy and First Aid CPR Training both highly attracted the interest and promoted the participation of the GSA community.

Please feel free to contact me at [gsa.fin@usask.ca](mailto:gsa.fin@usask.ca) or speak to me anytime at the Commons should you have any questions or need any further clarification.

Other meetings:

<b>Date</b>	<b>Meeting</b>
<b>November 8, 2018</b>	RSAW Committee
<b>November 13, 2018</b>	Executive meeting
<b>November 23, 2018</b>	Governance Committee
<b>November 20, 2018</b>	University President meeting
<b>November 22, 2018</b>	Executive meeting
<b>November 28, 2018</b>	Studentcare meeting
<b>December 6, 2018</b>	Scholarships and Awards Committee

Sincerely,

[Jesus Corona-Gomez](#)

Vice-President Finance and Operations.  
Graduate Students' Association  
December 2018

## **RE: VP Student Affairs Report to Council**

Dear Council Members:

Please find below my November-December report to council.

### **1) Holiday Social**

On December 14<sup>th</sup> 2018, the GSA and PSAC 40004 will be hosting a social event to celebrate the coming holidays and the end of another term. Alcoholic drinks will be provided at a charge of \$3 per glass. Non-alcoholic drinks and snacks will be available at no charge. Everybody is invited to attend.

### **2) GSA Winter Orientation**

I am working on the final details for the upcoming GSA Winter Orientation on January 9<sup>th</sup> 2019. The objective of the orientation is to welcome incoming graduate students and give them a brief overview of the services and resources that are provided by the GSA, the University, and its partners. The winter orientation also serves as a crucial opportunity for incoming graduate students to meaningfully interact with their peers and feel more comfortable at the University of Saskatchewan.

### **3) Graduate Student Research Conference**

I have defined a tentative name for the research conference that will be hosted on February 27<sup>th</sup> and 28<sup>th</sup>, 2019. The name would be: The Research that the World Needs: A holistic perspective. I believe that with this title and theme, students from a wide range of fields will feel welcome to participate. Additionally, the conference will be broken down into various sections to narrow a bit the focus of each session. A call for abstracts and registration will be sent out soon and it will be also available online at the GSA website.

### **4) Meetings**

The following is an updated list of meetings and workshops I have attended, since the last GSA Council meeting:

<b>Date</b>	<b>Meeting</b>
November 22, 2018	University Council
November 28, 2018	Student Care Stakeholder Meeting in Montreal
December 4, 2018	CGPS Council
December 5, 2018	University Council
December 5, 2018	Student Care Meeting



**Graduate Students' Association**  
University of Saskatchewan

1337 College Drive, Saskatoon SK S7N 0W6  
Phone: (306) 966-8471 Fax: (306) 966-8598  
Email: gsa.admn@usask.ca

December 2018

**RE: VP External's Report to Council**

Dear Council Members,

Please find below my November report to council:

**1) Health and Wellness**

- The third First Aid/CPR AED C session was successfully carried out November 27th, 8:00 a.m. - 4:00 p.m. (with an online theory portion)
- I organized a Laughter Therapy in November, and the participants found it refreshing and as a way to de-stress. There will be no Health Chats this month, as university exams are underway.

**2) Canadian Federation of Students (CFS)**

I attended the 37th Annual National General Meeting (NGM) of CFS on November 16-19. Please read on to learn more about election results, motions that were passed and important updates.

**Elections**

The newly elected At-Large Executives, who will be beginning their terms in June 2019, are

- ✓ Chairperson: **Sofia Descalzi**
- ✓ Deputy Chairperson: **Mary Asekome**
- ✓ Treasurer: **Trina James**

**Notable Motions**

Members voted on a number of motions during the National General Meeting. Here are some of the issues the Federation has been mandated to act on:

- release a statement urging the Federal government adhere to UN standards on solitary confinement and conduct meaningful conversation with inmates and prisoners' rights advocates on Bill C-38;
- condemn the Ontario government's elimination of the Office of the French Language Services Commissioner as well as its project to fund a new French-language university in Ontario;
- revamp the Federation's long-running No Anti-Semitism campaign;
- show solidarity with inmates at Burnside and work to increase awareness of the relationship between post-secondary students and the prison industrial complex to its membership;



- endorse the Boycott, Divestment and Sanctions Movement in solidarity with Palestinian human rights advocates. [Please see the Federation's statement on the motion](#) on the CFS website;
- write a letter condemning the sterilization of First Nations, Métis and Inuit women and encourage member locals to do the same.

### Other Important Events

The Federation passed a new mental health policy which more accurately reflects the current state of mental health treatment in post-secondary institutions. The new policy opposes Mandatory Leave of Absence policies, policies that force students to leave residences if their mental health is considered a barrier to their education, discussions on mental health that do not acknowledge the impact of oppression and power as well as mental health strategies that are based on online or app-based supposed models instead of adequate and accessible in-person care.

The 2018 financial audit was presented to members at the National General Meeting. Details of the audit can be found on the CFS website.

### Members Advisory

Please see the Federation's [media release](#) concerning ongoing events at Local 41 (University of Ottawa) at the CFS website.

### 3) Meetings

The following is an updated list of meetings/events I attended in November/December.

Date	Meeting/Event
<b>November 13</b>	GSA Executive
<b>November 16-19</b>	Canadian Federation of Students' Annual General
<b>November 22</b>	Laughter Therapy
<b>November 22</b>	GSA Executive
<b>November 23</b>	GSA Governance Committee
<b>November 26</b>	GSA Diversity Committee
<b>November 27</b>	TLARC Teaching Quality Working Group
<b>November 27</b>	GSA Sustainability Committee
<b>November 27</b>	CGPS Interdisciplinary Committee
<b>November 30</b>	Search Committee for the Vice President, Research
<b>December 4</b>	CGPS Faculty Council
<b>December 5</b>	Studentcare
<b>December 6</b>	GSA Executive

### 4) GSA Gala/Awards Night

Preparations are still ongoing.

DEC / 3 2018



**University of Saskatchewan Graduate Students' Association  
Social Club Registration form**

Name of your Social Club	Ghanaian-Canadian Association of Saskatoon Inc.
Number of members in your Social Club	75
List of your Social Club Executives (their positions and email addresses)	1. Augustine Osei, President Email: <a href="mailto:aosei10@yahoo.co.uk">aosei10@yahoo.co.uk</a> 2. Paul Acheampong Boakye, Vice President Email: <a href="mailto:boakyeapaul@gmail.com">boakyeapaul@gmail.com</a> 3. Maa Quartey, Secretary Email: <a href="mailto:ohuiv@hotmail.com">ohuiv@hotmail.com</a> 4. Derrick Owusu-Kodua, Financial Secretary Email: <a href="mailto:derrick.owusu@usask.ca">derrick.owusu@usask.ca</a> 5. Nafisa Adomaa Twumwaa, Organizing/Publicity Secretary Email: <a href="mailto:adomaatwumwaanafisa@gmail.com">adomaatwumwaanafisa@gmail.com</a> 6. George Asamoah Sakyi, Organizing/Publicity Secretary Email: <a href="mailto:georgesakyi300@gmail.com">georgesakyi300@gmail.com</a> 7. Francis Kwadwo Frimpong, Student Liaison Officer Email: <a href="mailto:francis.frimpong@usask.ca">francis.frimpong@usask.ca</a>
Name of the Bank	RBC
Proportion of graduate students in your Social Club.	55%
Proportion of non-graduate students in your Social Club.	45%

**\*\*\*Please attach a void cheque as well as the constitution of your Social Club to this application\*\*\***

*By signing, I agree that the above information is correct. I also agree that any cheque issued to the Social Club must be deposited within six months of the cheque being issued and that stale-dated cheques will not be replaced.*

**Social Club President Name and Signature**

**Date**

Augustine Osei November 03, 2018

**Important notes:**

Requirements to ratify a Social Club under the GSA:

1. Have a majority of its total membership that are GSA members;
2. Have members from more than one GSA Council;
3. Reapply for social group status each academic year;
4. Exist for the betterment of its members;
5. Not exist for the financial betterment of its members;
6. Not restrict membership on the basis of sex, race, gender identity, sexual orientation, unless approved by the GSA Council;
7. Not exist for the purpose of discrimination or harassment of any group;
8. Use membership fees and money garnered for the objectives outlined in the constitution of social club;
9. Elect its membership in a democratic fashion;
10. Hold public meetings;
11. Make its meeting minutes and governing documents public to its membership and the GSA;
12. The above form and all attachments must be submitted or mailed to the GSA main office:

**Attention: GSA Vice-President Student Affairs**

1337 College Dr, Saskatoon, SK, S7N 0W6

Monday-Friday 9:00 AM – 7:30 PM

**The Constitution**

**Ghanaian-Canadian Association of Saskatoon Inc.**

**Effective January 1, 2012**

**Revision 2**

**(This Constitution was amended on 20<sup>th</sup> December, 2014, at a general meeting held at 2020 college drive S7N 2W4, Saskatoon. SK (Saskatoon Field House)**

**Amendments in italics.)**

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## **Article 1: Interpretations**

In this Constitution, unless otherwise specified, the expression:

1.1 **Association** implies the Ghanaian-Canadian Association of Saskatoon Inc. (GCAS), herein referred to as GCAS.

1.2 The **Executive** means the President, Vice President, Secretary, Organising / Publicity Secretaries, Financial Secretary and Student Liaison Officer.

1.3 **Members** mean all registered individuals covered by the provisions of this Constitution.

## **Article 2: Name of the Association**

2.1. The Association shall be called **Ghanaian-Canadian Association of Saskatoon Inc. (GCAS)**.

2.2. This document shall be referred to as The Constitution of the Ghanaian-Canadian Association of Saskatoon Inc.

2.3. The Constitution applies to all members of GCAS.

## **Article 3: Objectives of the Association**

3.1. The Association shall be a non-profit organization

3.2. To unite and support one another, promote close relationships among Ghanaians and Canadians who reside in Saskatoon and its environs.

3.3. To socialize, exchange ideas and improve networking among members.

3.4. To promote the unique culture, language, tradition and heritage of Ghana.

3.5. To facilitate the settlement and integration of new Ghanaian immigrants into Saskatoon and its environs.

3.6. To collaborate with other sister Associations, professional bodies and any other groups in and outside Saskatoon in any matter and issue of mutual interest and benefit.

3.7. To initiate and/or support development projects in Saskatoon and Ghana.

#### **Article 4: Membership**

*4.1. Membership is opened to Ghanaians, spouses of Ghanaians and their children aged 18 years or more living in Saskatoon or Saskatchewan.*

*4.1.1. Membership shall be opened to non-Ghanaians with a reasonable prove of association with Ghana (example; friendship, business or other means deemed fit by elected officials of the association) living in Saskatoon or Saskatchewan.*

*4.2. An individual shall become a member upon completion and submission of a membership form.*

*4.3. Associate membership shall be opened to Ghanaians and non-Ghanaians who attend at least one event of the association per calendar year. Associate members have no benefits or privileges.*

*4.4. Honorary membership shall be conferred on non-members who have contributed to the growth and welfare of the Association. Honorary members have no benefits or privileges.*

*4.5. Membership cannot be transferred.*

*4.6. A member in good standing shall be a member whose dues is paid in full to the Association and has attended at least one event of the association in a calendar year.*

*4.7. All members shall have equal voting rights and privileges with respect to the election of executives of the association. Associate and honorary members are not eligible to vote.*

*4.8. A member shall be eligible to run for all executive positions if he/she is in good standing. Associate and honorary members are not eligible to run for executive office of the association.*

*4.9. A members' eligibility to run for executive office of the association shall be verified by the electoral committee if in doubt.*



## **Article 5: Funds and Auditing**

5.1 The Association shall open a bank account with a financial institution in the name of the Association.

5.2 There shall be three signatories to the Association's bank account: the president, the financial secretary and one other executive member to be decided on by the executives.

5.3 The Association shall generate funds from dues, levies, donations and any program that shall be organized by the Association for that purpose.

5.4 The Executive Committee shall appoint an external auditor to audit the accounts of the Association before the annual general meeting. The financial secretary shall furnish the Association with a financial report at the general meeting.

### **5.5 Dues**

- i. Members shall pay annual dues to the Association.
- ii. Annual dues shall be determined by the Executive members and approved by members at the annual general meeting.
- iii. Membership dues must be paid before March 31, which represents the end of the Association fiscal year.
- iv. Honorary members shall be exempted from payment of dues.

## **Article 6: The Executive**

6.1. The Executive members shall include: President, Vice President, Secretary, Organising / Publicity Secretaries, Financial Secretary and Student Liaison Officer.



6.2. When an executive position becomes vacant, the Executive shall appoint a member of the Association in good standing to that position until the next general meeting.

6.3. An Executive member may be appointed by the Executive as an ex-officio member of all committees within the Association.

6.4. An executive member shall be elected for a 2-year term of office. An executive member whose term of office expires shall be eligible for re-election.

6.5. An executive member may resign at any time by delivering a written notice of his/her resignation to the Executive.

6.6. An executive member shall be removed from office by a simple majority vote of the general membership.

6.7. An executive member on leaving office shall surrender all documents and assets belonging to the Association within two (2) weeks to the Executive.

6.8. The Executive shall form committees within the Association as it deems fit.

6.9. The Executive positions shall not be a paid position.

## **Article 7: Responsibilities of Executive Members**

### **7.1 President**

- i. Shall in conjunction with the secretary convene all executive and general meetings.
- ii. Shall chair all executive and general meetings
- iii. Shall with the executive committee, plan and coordinate all Association events.
- iv. Shall in conjunction with other executive members act as liaison between the Association and government or external organizations.

### **7.2 Vice President**

- i. Shall assist the president in carrying out duties outlined in Article 7.1.
- ii. Shall in the absence of the President act as the President.
- iii. Shall perform any other duties assigned by the president in consultation with the other Executives.

### 7.3 Secretary

- i. Shall in conjunction with the president convene all executive and general meetings.
- ii. Shall be responsible for recording and distribution of minutes of all meetings.
- iii. Shall be responsible for keeping all records of the Association.
- iv. Shall be responsible for the distribution of the agenda, and minutes of previous general meetings at least seven (7) days before the next general meeting.
- v. Shall ensure that all accepted minutes are signed by the president and the secretary.
- vi. Shall be responsible for the Association's correspondence.
- vii. Shall maintain an up-to-date list of the members of the Association.

### 7.4 Financial Secretary

- i. shall be responsible for the collection of dues, voluntary donations and any sponsorship to the Association
- ii. Shall ensure that all monies collected on behalf of the Association are deposited in the Association's bank account.
- iii. Shall keep financial records of the Association.
- iv. Shall be responsible for periodically updating the Association's assets list.
- v. Shall be responsible for the preparation of financial statement of the Association.
- vi. Shall submit all books to the internal audit committee for audit every quarter.
- vii. Shall file annual returns with the Corporations Branch and ensure the Associations registration is current.
- viii. Shall in conjunction with the Executives look for funding opportunities on behalf of the Association.

### 7.5 Organising / Publicity Secretaries

There shall be two organizing secretaries of the Association

- i. Shall team up with the Secretary on matters involving publicity: notifying and reminding members of the Association of upcoming events and programs
- ii. Shall communicate, organize and arrange meetings, picnics, fund-raising and any other events

- iii. Shall be responsible for promoting the Association, its events and activities.
- iv. Shall foster public goodwill and understanding toward other similar organizations and institutions.

#### 7.6 Student Liaison Officer

- i. Shall be the link between the Association and Ghanaian students and the University
- ii. Shall perform any other duties assigned by the Association

### **Article 8: Meetings, Quorum and Voting**

#### 8.1. Executive Meetings

- i. Regular executive meetings shall be held at least four times a year.
- ii. An emergency meeting of the Executives can be called at the request of any two of the executives members. An impeachment process, hospitalisation and bereavement of a member may qualify as an emergency.
- iii. At the executive members meetings, a quorum shall be deemed to be the attendance of any five (5) members of the Executive.

#### 8.2 General meetings

- i. Regular meetings of the general membership shall be held once in a year. Special meetings of the general membership may be called by the Executive.
- ii. A quorum shall exist at any meeting of the general membership where at least ten (10) persons of the general members are in attendance with at least 3 of the Executive.
- iii. Minutes of previous meeting shall be circulated to members at least one month before the next general meeting.
- iv. All members shall be notified of meetings and agenda at least one month before the meeting. A reminder shall be sent at least one week before the meeting.
- v. All decisions shall be considered binding by a simple majority vote of the members present.

### **Article 9: Elections**

### 9.1 Electoral committee

- i. . An electoral committee shall be formed at a general meeting in the election year to conduct, supervise and declare the results of all elections.
- ii. The electoral committee shall consist of three (3) members and shall start its duties three (3) months prior to elections by opening nominations.
- iii. Nominations shall open three (3) months prior to elections; interested members shall nominate themselves or nominate other members for positions available.
- iv. The committee shall inform members of individuals who have filed nominations at least three (3) weeks to elections.
- v. A candidate shall be deemed elected by simple majority of the total valid votes cast. In an event of a tie there shall be run-off.
- vi. Each member shall have one (1) vote.
- vii. Proxy voting shall be allowed for members who will not be around at the time of voting. Such members shall inform the electoral committee of who they have authorized to vote on their behalf.

### 9.2. Eligibility to vote

- i. Shall be a member or an associate member of the Association.
- ii. Shall be a member in good standing.

### 9.3. Eligibility to become an Executive Member.

- i. Be a resident of Saskatoon and its environs.
- ii. Be a member as defined in Article 4 of the Constitution.
- iii. Be eligible to vote for the election for which they are nominated.
- iv. Not suspended, disciplined by the Association or convicted of any indictable offence.

## **Article 10: Events of the Association**

The Association shall organize at least four events every year, as follows.

10.1 March 6 - Ghana's Independence Day

10.2 July 1 Canada Day

10.4 October - Ghana night/cultural festival

10.5 December - Christmas get-together

10.6 The Association may also organize events to celebrate special occasions when the need arises.

### **Article 11: Membership Benefits**

The following are benefits that members will derive from the Association.

11.1 Birth - a card of congratulations from the Association and flowers

11.2 Sickness (when a person is admitted to the hospital for more than one day). - A get-well card and a basket of fruits.

11.3 Marriage - a card of congratulations from the Association, flowers and a \$100 donation

11.4 Death (of a member, his/her spouse, children, mother, and father). - A card of condolence and a \$100 donation.

### **Article 12: Elders and Patrons**

12.1 The Executive shall appoint elders and patrons from members of the Association.

12.2 An elder or patron who wants to contest for an executive position shall resign.

### **Article 13: Conduct and Disciplinary Procedure**

13.1 Disciplinary action may include but not limited to reprimand, suspension or expulsion. A reprimanded member does not lose any privilege in the Association. A suspended member shall lose voting rights and all privileges in the Association. An expelled member ceases to be a member of the Association. An executive member who is suspended or expelled shall lose their position



### 13.2 Investigation / Disciplinary Committee

- i. A formal complaint shall be made in writing and addressed to the Executive. The executives shall respond within seven (7) days upon receipt of the complaint.
- ii. An investigation / disciplinary committee comprising three (3) members shall be formed by the executives upon the receipt of a complaint to investigate and recommend disciplinary action(s).
- iii. The investigation / disciplinary shall investigate and submit a written findings and discipline to the Executive within thirty (30) days.
- iv. Where an executive member is involved or there is a conflict of interest in the complaint, the said member shall be excused from the investigation / disciplinary committee appointment process.

### 13.3 Appeal

- i. A reprimanded, suspended or expelled member can appeal to the Executive in writing within thirty (30) days.
- ii. A member whose membership has been revoked may re-apply to be a member after one year.

### 13.4 Impeachment

- i. An executive member can be impeached by a simple majority vote of members based on the recommendations of the investigative/disciplinary committee

## **Article 14: Constitutional Amendments**

- i. This constitution may be amended by a simple majority of members in good standing.

ii. Notice of all proposals for constitutional amendments shall be given in writing to the Secretary or in the absence of the secretary any other executive member. The proposed amendment(s) shall be included in the agenda for the next meeting.

iii. The notice of amendment shall be signed by any seven (7) paid-up members of the Association.

### **Article 15: Interpretations**

i. In the event of confusion concerning any part(s) of the constitution the interpretation shall be presented to the Association at a general meeting to be voted on, and a simple majority shall carry the vote.

### **Article 16: Legal Action**

No legal action shall be brought against the Association, Executive, any person appointed by the Executive or any person acting on behalf of the Association by a member, previous member or a person acting on behalf of a member or previous member.