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| Graduate Students’ Association600 University CentreCarleton UniversityOttawa, ON, K1S 5B6613 520-6616 (tel)613 520-3680 (fax)gsa@gsacarleton.ca[gsacarleton.ca](http://www.gsacarleton.ca) | **GSA Carleton Inc.****Policy Manual**Last amended 2018-12-03 |

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# Council Policies

## Land Acknowledgement Policy

The GSA acknowledges that the lands we occupy are the territories of the Algonquin Anishinaabeg nation, which were never given willfully to the Canadian state. The GSA also recognizes that we as students continue to benefit from the ongoing colonization of the waters and lands of the Algonquin Anishinaabeg Nation.

The GSA opposes further colonization of Algonquin Anishinaabeg, their waters or lands, and commits to engage in the process of decolonization. The GSA fully supports substantive and active steps towards the decolonization of these lands and waters.

We assert that decolonization and solidarity with the Algonquin Anishinaabeg is an ongoing and unending process that touches every aspect of how the GSA operates on illegally occupied territories. This work requires us to engage in Indigenous legal traditions that are founded on the principles of respect for territorial rights, reciprocity, and renewal. These principles are central to our operation as an organization.

It is the policy of the GSA that the following statement be read before all council and committee meetings, as well as any event held or hosted by the GSA. Such a statement is not an end in and of itself, but rather represents a continuous and ongoing commitment to take substantive action;

*We, the members of GSA-Carleton are committed to following Indigenous legal traditions of acknowledging the sovereign waters, lands, and the Algonquin Anishinaabeg Nation in the territory of the Kitchisippi watershed, which includes the City of Ottawa. In doing so, we are also acknowledging the illegalities of our presence under Indigenous legal traditions, and acknowledging the ongoing and violent methods of settler colonialism. This acknowledgement is but a first step in accepting our responsibility to correct these injustices through action and furthering the education of ourselves and others.*

Passed at Council 2019.12.03

## Agenda Notification Policy

Preamble

These guidelines are designed to ensure the timely notification to Council members of the agenda and motions for upcoming meetings.

1. The Vice-President Operations of the GSA shall produce and distribute a final agenda including complete motions to all Council members no less than four (4) days prior to a regularly scheduled Council Meeting for inclusion in the agenda.
2. Council members with motions to be presented to Council must provide the Vice-President Operations with a complete motion no less than (5) days prior to a regularly scheduled Council Meetings for inclusion in the agenda.
3. This policy will in no way prevent any member of Council from presenting a motion from the floor for discussion at a regularly scheduled Council Meeting under the Other Business agenda item.

Passed at Council 1999.04.09

Amended at Council 2012.07.12

**Amended at Council 2015.04.09
Amended at Council 2016.03.17**

## Posting GSA Council Minutes to the GSA Website

Minutes of GSA Council meetings are made available through the GSA website as expeditiously as possible once the minutes of a GSA Council meeting have been approved.

The minutes posted on the GSA website will have discussions removed to avoid having GSA Council meeting participants self-censor their comments during discussion and debate. These minutes will be called: E-Minutes.

Passed at Council 2007.10.28

Amended at Council 2015.04.09

## Hiring Policy

### When hiring for staff positions, GSA Council shall:

1. Give preference to members of the Association;
2. Apply a employment equity policy, such that where two applicants are equally qualified, an international student shall have precedence; and,
3. Otherwise, base hiring on merit.

Passed at Council 1993.03.19

Amended at Council 2010.08.18

Amended at Council 2012.07.12

## Printing and Photocopying Policy

*Preamble*

The GSA offers low-cost photocopying as a service to its members but lacks the capacity of a full-scale print shop.

*Policy:*

1. The GSA will strive to offer a twenty-four hour turnaround on print/photocopy jobs.
2. The GSA will not photocopy more than 10 pages of a notebook or textbook, and a maximum of one journal article per member per visit.
3. First priority will be given to graduate student members, graduate students’ departmental organizations, and other organizations serving GSA members. Second priority will be given to all other on-campus groups and individuals.
4. The GSA does not perform design work as part of its print service.
5. The GSA reserves the right to change its prices without notice and to refuse service to any individual or group.

Passed at Council 2008.02.29

Amended at Council 2010.08.18

Amended at Council 2012.07.12

## Graduate Board of Governors, Senate, and Graduate Faculty Board Representatives Reporting Policy

Preamble:

The graduate student body at Carleton University is represented on the University’s Board of Governors (BoG), Senate, and Graduate Faculty Board by graduate representatives. These positions can be filled by any Carleton University graduate student. While the GSA is the general body which represents graduate students, the representatives of these university governance bodies are not held accountable to the GSA in any way. This situation is not amenable to successful communication between GSA Councilors and graduate representatives to the Board of Governors, the Senate, and Graduate Faculty Board. This policy is designed with the intention of creating an incentive for these graduate representatives to report to GSA Council on a regular basis.

1. Graduate representatives to Senate, Graduate Faculty Board, or Board of Governors are expected to report to GSA Council on a regular basis and will receive an annual honorarium of $100.
2. There will be one honorarium paid per position.
3. To collect the honorarium, Senate, Graduate Faculty Board, and BoG graduate representatives are expected to:
	1. Submit a report to GSA Council for every Council meeting, including summer meetings.
	2. Attend at least 2 GSA Council meetings per term between September and April.

**Passed at Council 2005.03.18
Amended at Council 2015.04.09**

## Selection of Graduate Students’ Association Nominee to the University Board of Governors

Preamble

Beginning in the 2008-2009 academic year, the Board of Governors began running the elections for student at-large members of the Board of Governors. At the same time, the By-Laws of the Board of Governors were changed to allow the Graduate Students’ Association to select a nominee for the Board of Governors.

Policy

The Council of the Graduate Students’ Association shall annually select a graduate student nominee to the Board of Governors. Selection will normally occur at the April meeting of Council. In accordance with the By-Laws of the Board of Governors, the nominee must have been a student in the academic year preceding their selection and be registered in at least one credit course during their term on the Board of Governors.

Passed at Council 2010.03.19

## Executive Compensation Policy

*Preamble*

The Executive Compensation Policy is designed to maintain the practice of providing the GSA Executives with compensatory funds as a part of the budget for each fiscal year, including a salary and tuition fees credit.

*Policy*

1. The GSA Executive shall receive a salary set at exactly the rate of Contract Instructors at Carleton University, which will be adjusted to reflect the outcome of collective bargaining between CUPE 4600 and Carleton University.

2. The GSA Executive shall be provided the option to make use of a tuition fee credit in the amount of $1000.00 per semester throughout the academic year of their service to the GSA. The tuition fee credit shall only be rendered to the executive member at the end of the semester in question with proof of full-time registration. For part-time registration, the tuition fee credit shall be pro-rated.

**Passed at Council 2009.08.19**

## GSA Policy on Speaking Rights at GSA Council

Preamble:

There are a variety of different factors that may lead GSA Councilors to feel more or less safe and/or comfortable engaging in discussion and debate during meetings of Council. These factors include, but are not limited to, race, ethnicity, gender identity, sexuality, ability, and experience. This policy intends to empower the Chair to ensure that members are able to equitably participate in the decision-making processes of the Association. This policy is not intended to stifle discussion or debate.

1.1 The Chair of GSA Council will give preference to first-time speakers at any given meeting of Council.

1.2 The Chair of GSA Council is empowered, when necessary, to make best efforts to order and grant speaking rights based on the values of the GSA as outlined in article 2.2 of the GSA Constitution.

**Passed at Council 2012.08.21**

## GSA Electoral Rules

Preamble

*The following rules for GSA General Elections and Referendums supplement existing rules as established in the GSA Constitution and By-Laws. The Chief Electoral Officer(s) (CEO(s)) and the Electoral Board will annually endeavor to compile and make available in a single document all election rules established under the GSA Constitution, GSA By-Laws, GSA Policy, and any additional rules established by the CEO(s) and the Electoral Board.*

1. Referendums

 1.1. Referendum Committees

All committees must have a Chairperson who registers the Committee on the approved Referendum Committee Registration Form. There shall only be one committee campaigning in favour or against any specific referendum question. Committees shall register themselves with the CEO(s) by the candidate nomination deadline. All committee chairpersons are expected to attend All-Candidates Meetings.

 1.2. General Referendum rules

All referendum committees are bound by all election rules and shall be treated as a candidate in the interpretation of these rules.

2. Affiliation

Affiliation is defined as one or more candidates that share a common brand (e.g. colour, slate name, team photograph), and share campaign resources.

2.1. Candidates running for executive positions (President, Vice-President Operations, Vice-President External, Vice-President Finance, and Vice-President Academic) are permitted to choose to affiliate with other candidates.

 2.2. Pooling of Resources

 a) Candidates are permitted to pool resources, however each candidate is responsible for submitting an individual budget that reflects the spending cap of $80.00/candidate.

b) A candidate may only pool resources for materials that feature that candidate, not for materials that solely promote an affiliate. The costs of any material featuring more than one candidate must be equally shared by the candidates featured.

 c) Affiliated candidates are permitted to share physical materials and online material.

 2.3. Volunteers may campaign for affiliates.

 2.4. Candidate affiliations shall appear on the ballot.

2.5. Candidates running for positions on the Graduate Faculty Board or the Senate, or the Board of Governors and their volunteers may endorse, volunteer, or campaign for any other candidate, including executive candidates, but may not affiliate with an executive candidate.

2.6. Executive candidates must declare any affiliations to the CEO(s) prior to the start date of the campaign period. Affiliated candidates must submit a list of names and signatures of affiliated candidates on the Candidate Affiliation Declaration Form by the nomination deadline.

3. Violations

 3.1. Serious Offenses

The following violations are considered “serious offenses” and may result in the automatic disqualification of a candidate. If the serious offense is, at the discretion of the CEO(s), deemed to directly impact the outcome of the elections, the CEO(s) may declare the results of an election or referendum void. The candidate will not receive reimbursement for their campaign expenses.

 a) Spending above the $80.00 campaign expense limit

 b) Committing electoral fraud. The existence of fraud will be determined by effective Canadian laws and/or at the discretion of the Electoral Board.

 Committing three violations considered “non-serious offenses.”

 3.2. Non-Serious Offenses

a) If the CEO(s) finds that a candidate has violated a policy outlined in the Electoral Rules, the GSA By-laws, or Constitution, the CEO(s) will issue a violation. In addition to issuing a violation, the CEO(s) may, at their discretion, issue a penalty involving the removal and/or prohibition up to 50% of the candidate’s physical campaign materials, in proportion to the gravity of the offense. In addition or as an alternative to requiring the removal and/or prohibition of up to 50% of the candidate’s physical campaign materials, the CEO(s) may demand the removal of online material for the same or a subsequent offense.

 3.3 Offenses Impacting Affiliates

 The CEO(s) may, at their discretion, issue a violation and/or a penalty that applies to a candidate’s affiliates in addition to the offending candidate if it is of the opinion of the CEO(s) that the affiliates have been advantaged by an offense.

4. Campaigning

Campaigning is defined as the process of distributing, advertising, exhibiting, presenting, broadcasting, or soliciting that directly promotes or opposes a candidate or referendum question.

 4.1. Pre-campaigning

 Candidates may not campaign prior to the campaign period. Candidates are permitted to solicit and train volunteers prior to the nomination period, provided that it is done discretely and privately. Mass communication tools, including but not limited to the email lists of clubs, societies, or associations, may not be used to recruit volunteers prior to the campaign period.

 4.2. Nomination Period

Candidates and their volunteers are permitted to promote the candidates and their affiliates during the nomination period, however they are not permitted to distribute campaign materials or engage in online campaigning prior to the beginning of the campaign period. Volunteers are permitted to collect nomination signatures on behalf of a candidate.

 4.3. Voting Days

 Candidates and their volunteers are permitted to campaign during voting days.

 4.4. Volunteers

Campaign volunteers must be members of the Graduate Students’ Association. Membership is defined in Article 3.0 of the GSA Constitution as “all master’s, doctoral, qualifying year, graduate certificate and diploma, and all other students registered as full-time or part-time students within the Faculty of Graduate and Post Doctoral Affairs at Carleton University.” No non-members may campaign on behalf of a candidate. No non-members of the GSA may offer volunteer labour in support of a campaign. Candidates and Referendum Committee Chairs are responsible for the actions of their volunteers. Any spending in the election by a volunteer is considered a campaign expense by the supported candidate or Referendum Committee.

 4.5. Group Endorsements

Candidates may solicit group endorsements from student groups, clubs, societies, and associations whose Carleton graduate student membership consists of 50% +1 of the group. A candidate may, at the request of the CEO(s), be required to submit a group’s membership list. If the CEO(s) has sufficient evidence that the membership list provided does not accurately represent the group’s graduate student composition, a violation may be issued to a candidate and, if appropriate, the candidate’s affiliates.

 Official Carleton University student lists, such as departmental lists, may not be used by candidates.

 4.6. Online Campaigning

All candidates and referendum committees are required to notify the CEO(s) of the primary Internet URL of any and all online campaigning activity prior to commencing online campaigning.

 All candidates and referendum committees are required to provide the CEO(s) with administrator status on any and all campaign groups, pages, and events on Facebook and other social networking sites. It is the responsibility of the candidates and referendum committee chairpersons to ensure that content does not violate the electoral rules and is in the spirit of a fair and respectful electoral process.

5. Materials

 5.1. All physical materials must be approved and stamped by the CEO(s).

5.2. Candidates are encouraged to submit proofs of all physical materials electronically or in person to the CEO(s) prior to printing to ensure compliance.

5.3. When submitting physical materials for stamping please provide an electronic or paper copy of receipts for CEO(s) financial recording.

6. Scrutineering

 6.1. The role of the scrutineer is to watch members of the Electoral Board count the vote after voting has ended. Each candidate may have one scruitneer present to oversee the counting of the ballots.

 6.2. Scrutineers can challenge a ballot if they do not agree with the CEO(s)/Electoral Board’s judgment on whether a voter’s intention is clear.

 6.3. The CEO(s) makes the final decision of the voting intention of contested ballots.

 6.4. Scrutineers cannot touch the ballots and have no official role monitoring the polling stations.

7. Conduct

7.1. At any time within or outside the elections period, candidates may not, by themself or by another person, offer or procure money, valuable consideration, office, employment, food, drink or goods to induce any person to support a campaign, vote, or refrain from voting.

7.2. Candidates must adhere to the equity statement outlined in 2.2 of the GSA Constitution, which states:

The GSA shall promote and assist in maintaining an academic and social environment free from prejudice, rape culture, discrimination, exploitation, or abuse on the basis of, but not limited to, sex, gender identity, race, ethnicity, language, religion, sexual orientation, age, nationality, socio-economic status, political affiliation or belief, disability, or marital status.

8. Appeals

 8.1. Candidates and referendum committees may submit written and signed appeals to the Electoral Board by delivering the appeal to the GSA Office, 6th floor Unicentre. Appeals must contain a detailed description of the grounds for the appeal.

9. Nothing in this policy prevents the CEO(s) and the Electoral Board from establishing additional election rules as per By-Law #10, Section 3b.

**Passed at Council 2016.01.22**

# Grants and Awards Policies

## Emergency Dental Grant Policy

Preamble

The Emergency Dental Grant is created with the understanding that graduate students are sometimes faced with significant and unexpected dental expenses. The grant is designed to assist graduate students in financial need by offsetting the costs of **urgent** and **necessary** dental repairs or other dental services which are covered by less that 50% of the member’s dental insurance plan(s).

1. The Emergency Dental Grant may be awarded up to a maximum of $500.00 per student (including dependent(s) as defined under the GSA’s dental insurance plan) each policy year. The amount awarded will not exceed 50% of the graduate student’s total dental expenses, including the portion reimbursed under the dental insurance plan.
2. The allotment for the Emergency Dental Grant will be set by Council in the annual budget, although surpluses from previous years may be added. Grants will be awarded on a “first come, first served” basis until the fund is depleted.
3. Each graduate student applying for the Emergency Dental Grant must submit a completed application form, documentation from their dentist, as well as documentation of any other dental coverage. In addition, the applicant is required to demonstrate financial need by providing either a statement of financial need or a personal budget.
4. Dental expenses must have been incurred in the same fiscal year (May 01-April 30) as the application. Applications for dental work performed within a given fiscal year will be accepted until May 31.
5. Emergency Dental Grants will be awarded on a case-by-case basis by the Vice-President Finance or designate and one other member of the Executive, normally within five (5) business days.

Passed at Council 2000.09.12

Amended at Council 2002.04.18

Amended at Council 2007.06.27

Amended at Council 2011.06.22

Amended at Council 2015.04.09

Amended at Council 2017.06.26

## Grant Policy for Student Organizations

The GSA recognizes the importance of student organized activities including but not limited to academic conferences, colloquia, speaker presentations, panels, workshops, and social events that contribute to graduate students’ education and community. As such, to help defray the cost of sponsoring and organizing events and programming, applicant groups are eligible to receive between $50 and $600 per GSA fiscal year (May to April) per event or program, and no more than $800 per department.

1. **Eligible groups**

For the purpose of this policy, Carleton student groups (know in this policy as applicant groups) eligible for funding are:

* 1. Graduate Departmental Societies registered with the GSA.
	2. Groups of graduate students associated for a specific purpose.
	3. Carleton Student Clubs and Societies
1. **General**
	1. Applicant groups must describe how their event or programming will benefit graduate students.
	2. All applications for grants must be in accordance with all policies, By-Laws, and the

Constitution of the GSA.

* 1. The GSA reserves the right to refuse any application, and retains sole discretion to determine approved funding amounts.
	2. Nothing in this policy prevents the GSA from funding events, programming, activities, collaborations, sponsorships etc. at its own initiative or discretion.
	3. The GSA does not support, promote, or fund activities that are discriminatory as defined by

the Ontario Human Rights Code and GSA Constitution Section 2.2.

* 1. The GSA does not support, promote or fund activities that encourage gambling, illegal

activities, or where individual members of the applicant group may have personal or financial gain.

* 1. The GSA will not consider alcohol an eligible expense to receive funding.
	2. Funding cannot be used to cover more than the costs involved in a proposed project.
	3. The GSA encourages that all events and programming be open and inclusive to all students.
1. **Applications**
	1. Applicant groups are encouraged to open or have opened a non-personal bank account on behalf of the applicant group and sign a declaration as to the use of the money. For any applicant group without a non-personal bank account, the grant may be paid out to a student member of the applicant group in trust.
	2. For an application to be considered, applicant groups must provide a full description of the event to be held, along with a detailed budget including an income and expense statement.
	3. Grants operate on a reimbursement basis.
	4. Applicant groups must provide an income and expense statement in their application along with a copy of all receipts within two weeks after the event or programming has occurred.
	5. Where circumstances warrant, the GSA may prepay expenses to suppliers and service providers on behalf of the applicant group in advance.
2. **Advertisement and Credit to the GSA**
	1. Applicant groups must advertise their event or programming with credit given to the Graduate Students’ Association.
	2. Information about the event or programming should be provided electronically to the GSA for inclusion on the GSA website and within the Grad Bulletin email newsletter.
	3. The application will include a description of how the applicant group will advertise to grad students specifically.
3. **Approval and Deadline**
	1. Applications must be approved by the Vice-President Finance or designate and one other Executive member and will normally be processed within five (5) working days of application date providing all criteria have been met.
	2. Grants will cease to be awarded when the budgeted maximum for these grants has been dispersed.
	3. The deadline for applications is April 15 of the GSA fiscal year in which the event or program occurred.
4. **Appeals**
	1. An applicant group may appeal a decision regarding their grant to the GSA Carleton Inc. Board of Directors.
	2. By a majority vote, the GSA Board of Directors will decide any appeal of a grant decision.
	3. All appellant decisions of the GSA Carleton Inc. Board of Directors are final.

Passed at Council 2015.08.18

Amended at Council 2015.10.16

## GSA Emergency Grant

Preamble

The GSA Emergency Grant is designed to assist graduate students in dire financial need due to unforeseen circumstances (ie. illness, fire, theft, family emergency). Recipients must be members of the GSA at the time of application. If a member applies in a term in which they are not registered, they may be eligible to receive the grant on the condition that they will be registered in the subsequent term.

1. Students may be awarded an Emergency Grant of up to $250.
2. Students may receive an Emergency Grant only once per fiscal year (May-April).
3. Applicants must provide a written account of attempts to obtain financial assistance from other sources, including at minimum, the Faculty of Graduate and Post Doctoral Affairs, and the Awards Office. (NB: International students may also qualify for emergency funding through the office of the International Students Advisor).
4. Applicants must submit a completed GSA Emergency Grant application form that shall contain the following information:
	1. Identification information, including proof of status as a graduate student;
	2. Estimated expenses for the semester;
	3. Estimated revenue for the semester;
	4. An account of the applicant's circumstances and proposed use of the Emergency Grant.
5. Applications shall be administered by the Vice-President Finance, and shall be approved by the Vice-President Finance and one other executive member.
6. The total amount of Emergency Grant monies shall not exceed the amount allocated in the GSA Budget for any given year.
7. Members may appeal any portion of this policy, or the results of their application, to the GSA Board of Directors. The Board of Directors will hear said request in a timely fashion.

Passed at Council 1995.08.16

Amended at Council 1996.08.29

Amended at Council 2002.10.11

**Amended at Council 2015.04.09**

## Councillor Credit Policy

**Eligibility**

1. Councillors are eligible for a $20.00 credit (flat rate) for every council meeting attended, or by proxy, up to a total of eight (8) meetings during Fall and Winter terms. Councillor attendance will be recorded and the funds held by the GSA as a credit, to be used as a reimbursement for monies spent on graduate students in a councillor’s respective department or departmental society. Departments may use attendance at summer Council meetings (May-August preceding the current Council term) to count toward their attendance.
2. In order to receive the credit a councillor must complete the required application and demonstrate that the money will be used to benefit graduate students in their department.

**Administration of Credits**

* 1. Councillors must complete a “Councillor Credit” form for approval by the Vice-President Operations and Vice-President Finance.
	2. Credits shall be processed by the Vice-President Operations (or designate) and the Vice-President Finance.
	3. In order to receive reimbursement through the Councillor Credit councillors must complete the required application and provide relevant receipts documenting how expenses were incurred and benefited graduate students from their department/departmental society.
	4. Credits will be held no longer than one (1) fiscal year (April 30th). Only funds paid out during the fiscal year will be recorded as expenses in that year. Both the Vice-President Operations and Finance Administrator will maintain records of credits earned, credits paid out and credits discarded after each fiscal year.

Passed at Council 2010.08.18

Amended at Council 2011.06.22

Amended at Council 2012.07.12

**Amended at Council 2015.04.09**

## Travel Grant Policy

Preamble

The purpose of the Travel Grant is to help graduate students engage in pursuits of a primarily academic nature, i.e. to defray the costs of participating in academic conferences or in conducting research, outside of the Ottawa area. In all cases and at all times it is understood that the GSA has limited funds available for Travel Grants, and as such must be considered the third possible resource after departments and the Faculty of Graduate and Post Doctoral Affairs have been approached.

### The Travel Grant

Travel grants may assist students in a number of ways. A Travel Grant is available to any graduate student who has presented a paper, chart, poster, or any other form of academic work (including being a scheduled participant on a panel) at a recognized conference. The Grant can also assist those students who have attended conferences directly related to their research topic, compete in academic competitions, or conduct research relating directly to their research topic.

### The Grant

The GSA shall award 50% of the travel costs not covered by other sources, to a maximum of $200. Applicants are permitted to claim food expenses at a per diem amount. The minimum cost (to the student) must exceed $50.00. Candidates are entitled to apply for more than one grant per fiscal year (01 May to 30 April), where the total of all grants awarded to any one candidate will not exceed the maximum award per applicant in one fiscal year ($200.00). The Travel Grant shall not be awarded to assist students travel for internships or co-ops, paid or otherwise. The Vice-President Finance or designate shall be responsible for approving all Travel Grants.

### The following is required of all applicants:

* 1. Completed Travel Grant Application Form which includes a breakdown of
	2. Expenses and sources of funding;
	3. Proof that the paper or poster was accepted by the conference, or proof that the student was a scheduled participant in a session (if appropriate);
	4. Copy of the airline/train/car/bus (etc.) ticket or conference fee receipt proving that the student participated;
	5. Copy of the letter from Faculty of Graduate and Postdoctoral Affairs stating how much funding they did (or did not) provide;
	6. Copy of letter/email from the student's departmental director and/or supervisor outlining reasons for the student's participation and stating that participation is of direct relevance to the student's academic studies must be provided if the student is applying for a discretionary travel grant.

NOTE: If the application does not contain all of the required documents, the grant will neither be processed nor considered.

### Students whose conferences occur during the term in which they are not registered may receive funding under the following conditions:

* 1. That at the time of admittance to the conference and application for a Travel Grant, they were registered as grad students; or
	2. They will be registered in the subsequent term, in which case the money given will be considered a loan until such time as registration in the subsequent term is finalized, at which time it will become a Travel Grant.
	3. That these special grants will be reviewed and accepted by at least three members of the Executive on a case-by-case basis.
	4. Any money granted will be counted toward that year's maximum amount ($200.00) for the GSA fiscal year 1 May - 30 April.

Passed at Council 1995.08.16

Amended at Council 1998.08.17

Amended at Council 2000.07.18

Amended at Council 2002.03.21

Amended at Council 2002.09.20

Amended at Council 2007.06.27

Amended at Council 2012.07.12

**Amended at Council 2015.04.09**

## Family Leave Grant Policy

*Preamble*

The GSA Family Leave Grant is designed to provide financial support for full-time and part-time Masters and PhD students who require academic leave for parental leave or other family related issues. Only those students that were granted academic leave for family related issues are eligible to apply for the Family Leave Grant. To be considered for the grant, applicants must demonstrate financial need.

The GSA Family Leave Grant is for a one-time amount of $1,500.

Applications will not be processed until all required documentation has been received. Photocopies are acceptable, since documentation will not be returned.

Students will be deemed ineligible for this grant if:

3.1. They are receiving Tri-Council paid parental leave;

3.2. They are receiving CUPE 4600 paid parental leave;

3.3. They are receiving Employment Insurance maternity or parental leave benefits;

3.4. They have previously received this grant or a GSA Emergency Grant for the same family related purpose;

3.5. They cannot demonstrate financial need.

Applicants must provide the following documentation:

4.1. A completed and signed copy of the GSA Family Leave Grant application form;

4.2. Written approval of request for family leave by the student's department and the Faculty of Graduate and Postdoctoral Affairs (FGPA);

4.3. Proof of registration for two terms prior to the start of the leave;

4.4. Any relevant documentation pertaining to the request for family leave;

The GSA Family Leave Grant application form shall contain the following information:

5.1. Identification information, including proof of status as a graduate student;

5.2. Estimated expenses for the semester;

5.3. Estimated revenue for the semester;

5.4. Partner/spousal income, if applicable;

5.5. An account of the applicant's circumstances and proposed use of the Family Leave Grant.

Applications shall be administered by the Vice-President Finance, and shall be approved by the Vice-President Finance and one other executive member.

The total amount of Family Leave Grant monies shall not exceed the amount allocated in the GSA Budget for any given year.

Members may appeal the results of their application to the GSA Board of Directors. The Board of Directors will hear said request in a timely fashion.

**Passed at Council 2013.09.30
Amended at Council 2015.04.09**

## GSA Excellence Award in Graduate Teaching

Preamble

The Excellence Award in Graduate Teaching was established by the GSA in 1990 in order to recognize course instructors who have, in the estimation of their graduate students, provided an outstanding contribution to university teaching at the graduate level.

### Terms of Reference

### The Award

* 1. The award carries no financial component.
	2. One award will be given out per year (normally in the spring).
	3. The award consists of a certificate for the recipient, as well as a permanent plaque that hangs in the GSA office.

### Eligibility

* 1. Faculty members (including contract instructors), at Carleton University, who have spent at least two (2) years of their career teaching at the graduate level and are currently engaged in such activities are eligible.

### Selection Procedure

* 1. The committee charged with administering this award is the Scholarships & Awards Committee (SAC).

### Nomination Procedure

* 1. Nominations shall be invited from: individuals, groups of students or faculty, or both; as well as from organizations such as faculty associations, university committees, local student societies, and alumni.
	2. Nominations and supporting documentation shall be accepted by the GSA at any time throughout the year.
	3. Nominations must include:
		1. a completed application form; and
		2. an attached written statement from the nominator(s) that indicates how the nominated instructor exemplifies excellence in graduate teaching. This statement should not exceed two (2) single-sided pages.
	4. GSA executive and salary/ Full Time staff may not nominate a candidate.

Amended at Council 2010.08.18

## GSA Full-time Student Academic Excellence Award

Preamble

The GSA Excellence Scholarship is awarded annually in the fall term to a returning, full-time graduate student at either the Masters or Doctoral level. It is intended for a student who has demonstrated academic excellence while studying at Carleton, but who has not received any internal or external funding.

### The Scholarship

* 1. The scholarship amount is $1000;
	2. The Scholarship is normally awarded in the Fall Term.

### Eligibility

* 1. Applicants must be a member of the GSA.
	2. Applicants must not be receiving internal funding (i.e.: Teaching Assistantship or Research Assistantship scholarship) at the time of application.
	3. Applicants must not be receiving external funding (ie. OGS, NSERC, SSHRC, or industry grants) at the time of application.
	4. Applicants normally must not expect to receive either internal or external funding during the year in which a GSA Excellence Scholarship is held.
	5. Applicants can receive the Scholarship only once in their academic career at Carleton.
	6. Applicants will have an A- average, or equivalent, at minimum.
	7. Applicants must have completed two (2) semesters and at least 50% of credit courses or three (3) full course credit whichever is lower

### Selection Procedure

* 1. The committee charged with administering the award is the GSA Scholarship and Awards Committee.
	2. Under exceptional circumstances, and at the discretion of the Committee, the Scholarship may be divided equally (two awards at $500) between two (2) students.

### Application Procedure

* 1. Applicants must submit the following:
		1. A completed application form.
		2. A 1-2 page cover letter that outlines reasons for eligibility, and should emphasize academic excellence and financial need.
		3. Two (2) letters of recommendation, one of which must be from a faculty member who has previously taught the applicant, and the other which should be from either another faculty member or a co-op, practicum, or other placement supervisor. These letters must comment on the applicant’s academic achievement.
		4. Carleton Record of Transcripts (a photocopy is acceptable).
		5. A one page budget that clearly outlines the candidate’s income and expenses for the academic year.

Amended at Council 2010.08.18

Amended at Council 2016.02.26

## GSA Part-time Student Academic Excellence Award

Preamble

The GSA Excellence Scholarship is awarded annually in the winter term to a part-time graduate student, or a graduate student enrolled in a one-year MA program. It is intended for a student who has demonstrated academic excellence while studying at Carleton, but who has not received any internal or external funding.

### Terms of Reference

### The Scholarship

* 1. The scholarship amount is $500.
	2. The Scholarship is normally awarded in February.

### Eligibility

* 1. Applicants must be members of the GSA.
	2. Applicants must not be receiving internal funding (ie. TA/RA-ship, scholarship) at the time of application.
	3. Applicants must not be receiving external funding (ie. OGS, NSERC, SSHRC, or industry grants) at the time of application.
	4. Applicants normally must not expect to receive either internal or external funding during the year in which a GSA Excellence Scholarship is held.
	5. Applicants can receive the Scholarship only once in their academic career at Carleton.
	6. Applicants will have an A- average, or the equivalent, at minimum.
	7. Applicants must have completed one (1) semester and at least 25% of credit courses or one (1) full course credit whichever is lower.

### Selection Procedure

* 1. The committee charged with administering the award is the GSA Scholarships and Awards Committee.
	2. Under exceptional circumstances, and at the discretion of the committee, the scholarship may be divided equally between two candidates (two awards at $250 each).

### Application Procedure

Applicants must submit the following:

* 1. A completed application form.
	2. A cover letter, not to exceed three (3) single-sided pages, that outlines the candidate’s eligibility, including specific examples of their graduate academic achievement and financial need.
	3. Two (2) letters of recommendation, one of which must be from a faculty member who has previously taught the applicant, and the other which should be from one of the following: another faculty member; a co-op, practicum, or other placement supervisor; or an employer.
	4. Carleton Record of Transcripts (photocopy is acceptable).
	5. A one page budget that clearly outlines the candidate’s income and expenses for the academic year.

Amended at Council 2010.08.18

Amended at Council 2016.02.26

## GSA Honour Award

*Preamble*

The GSA Honour Award was established by the GSA Council in 2001 in order to recognize those graduate students who have demonstrated outstanding commitment and dedication to Carleton, and the graduate community specifically. For the purposes of this award, "dedication" and "commitment" are defined by the nominators and the selection committee.

### Terms of Reference

### The award shall:

* 1. be open to all members of the GSA (except as noted below);
	2. consist of a plaque, framed certificate, or a donation of equivalent value to an organization of the recipient's choice;
	3. be administered every April;
	4. not be open to members of the selection committee;
	5. not be open to members of the current Executive of the GSA;
	6. be awarded to a maximum of four (4) per year;
	7. not be awarded to a graduate student more than once in their graduate career.

### The recipient will have:

* 1. been nominated by a minimum of one (1) person from within the Carleton community (including, but not limited to, students, groups of students, faculty, staff, administration, university committees, and student societies);
	2. maintained good academic standing.

### Selection Committee

* 1. The committee charged with administering the award is the GSA Scholarship and Awards Committee.

### Nomination Procedure

* 1. Applications will normally consist of a completed GSA Honour Award nomination form and a letter(s) outlining the contributions of the nominated student to the graduate/Carleton community.

Passed at Council 2001.08.08

**Amended at Council 2015.01.23
Amended at Council 2015.04.09**

## GSA Student-Parent Award

Preamble

The GSA Student-Parent Award[[1]](#footnote-1) was created to help alleviate the financial burdens parents incur while obtaining a university degree. The award also recognizes academic accomplishment. The GSA recognizes that students with families have added financial responsibilities which make higher education less accessible to them. In establishing the criteria for this award the GSA congratulates all parent-students in their effort to balance academic responsibilities and parenthood.

### Terms of Reference

### The Award

* 1. Two awards will be given out per year (normally in the fall term).
	2. The value of each award is $500.

### Eligibility

* 1. Applicants must be members of the GSA.
	2. Applicants must demonstrate financial need.
	3. Applicants must be in good academic standing, as defined by the Graduate calendar.

### Selection Procedure

* 1. The committee charged with administering the award is the GSA Scholarship and Awards Committee.
	2. The anonymity of the applicants will be preserved during the selection process when the Awards and Scholarships committee makes its decision.
	3. All applicants will be processed with strict confidentiality.

### Application Procedure

Applicants must submit:

* 1. a completed application form;
	2. a personal statement from the candidate that outlines the candidate’s academic goals, career aspirations, and any other relevant considerations. This statement should not exceed three (3) single-sided pages.
	3. two (2) references, one from an academic source (i.e. a professor), and one from either an academic or an employment source.

Amended at Council 2010.08.18

Amended at Council 2012.07.12

## GSA International Student Award

Preamble

The GSA International Student Award was created to help the financial burdens international students incur over the course of their graduate studies to obtain a degree. The GSA recognizes that international graduate students make a significant contribution to graduate student life on campus while facing additional financial barriers, including much higher tuition fees and *limited rights* to work off campus.

### Terms of Reference

### The Award

* 1. Two awards will be given out each year in the Winter term.
	2. The value of each award is $500.

### Eligibility

* 1. Applicants must be members of the GSA.
	2. Applicants must demonstrate financial need.
	3. Applicants must have completed at least one term of graduate study at Carleton University.
	4. Applicants must be in good academic standing, as defined by the Graduate calendar.

### Selection Procedure

* 1. The committee charged with administering the award is the GSA Awards and Scholarships Committee.
	2. The anonymity of the applicants will be preserved during the selection process when the Awards and Scholarships committee makes its decision.
	3. Applications will be processed with strict confidentiality.

### Application procedures

Applicants must submit:

* 1. A completed application form;
	2. A personal statement from the candidate that outlines the candidate’s academic goals, career aspirations, and any other relevant considerations. This statement should not exceed three (3) single-sided pages.
	3. Two references from professors.
	4. A one-page budget that clearly outlines the candidate’s income and expenses for the academic year.
	5. An academic transcript from Carleton University (photocopies are acceptable).

Passed by Council 2004.03.12

Amended by Council 2010.08.18

**Amended by Council 2015.04.09**

## Childcare Grant (Student-Parent or Guardian Participation in Extracurricular Academic Activities)

*Preamble*

The purpose of the Childcare Grant (Student-Parent or Guardian Participation in Extracurricular Academic Activities) is to help graduate student parents and guardians pursue academic related events outside of regular childcare hours. The grant defrays the costs of childcare for parents attending academic events.

The Grant

1. The GSA shall award a maximum of $250 per applicant per GSA fiscal year (01 May to 30 April) to offset the costs of childcare.
2. Applicants are entitled to apply for more than one grant per fiscal year (01 May to 30 April), where the total of all grants awarded to any one candidate will not exceed the maximum award per applicant in one fiscal year ($250.00).
3. The grant shall not be awarded to provide childcare during regular childcare hours or the child's regular school hours.
4. The grant shall not be used to provide childcare for ongoing seminars, classes, or courses that are part of the student parent’s or guardian’s degree (occasional activities only).
5. No childcare covered by a GSA Travel Grant may be used in an application for this grant.
6. The grant shall not be awarded for childcare that may be covered in the collective agreement between CUPE 4600 and Carleton University.
7. The GSA reserves the right to refuse any application, and retains sole discretion to determine approved funding amounts.
8. Grants will cease to be awarded when the budgeted maximum for these grants has been dispersed.
9. Grants shall operate on a reimbursement basis after the childcare has been provided.

 Applications for Reimbursements

1. Applications may occur in advance in order to obtain approval for the grant.
2. Applications must be approved by the Vice-President Finance or designate, and will normally be processed within five (5) working days of application date providing that all the criteria have been met.
3. Grant application forms will include a brief description of the event and a brief justification for the event’s relevance to the applicant’s academic life, a copy of the applicant’s ID, and a copy of the ID for each child like a provincial health card or birth certificate.
4. Receipts for the childcare must be submitted for the reimbursement to occur.
5. The deadline for applications is April 15 of the GSA fiscal year in which the childcare has occurred.

Appeals

1. Applicants may appeal a decision regarding their grant to the GSA Carleton Inc. Board of Directors.
2. By a majority vote, the GSA Board of Directors will decide any appeal of a grant decision.
3. All appellant decisions of the GSA Carleton Inc. Board of Directors are final.

The Childcare Grant: Student-Parent Participation in Extracurricular Academic Activities will be funded by Council in the annual budget.

Passed at Council 2016.10.17

Amended at Council 2017.06.26

# Terms of Reference for GSA Committees

## Accessibility Fund Committee

Preamble

The Accessibility Fund was approved and created by the following referendum question on 10 April 1992:

*Do you authorize the GSA to collect $3 per term from every full-time and $1 per term from every part-time student, to allow the GSA to provide service for graduate students with disabilities?*

### Mandate

The primary purpose of the Accessibility Fund Committee is to recommend the distribution of monies set aside in the Accessibility Fund. The Fund will be administered solely by the GSA and will be used for the following:

* 1. to pay for attendant care for Carleton University graduate students with disabilities at GSA functions or at other academic events where such attendant care is not covered by other organizations, and;
	2. to fund projects which will improve the accessibility of facilities at Carleton University used by graduate students.

### Committee Representation

1. The Accessibility Fund Committee shall consist of the following representatives:
	1. GSA executive member (chair)
	2. GSA external director
	3. GSA executive coordinator (non-voting)
	4. GSA council representatives (2)
2. Quorum for the committee will be three members provided the Chair is present.

### Recommendation Deadline

The Accessibility Fund Committee shall present its recommendations to the GSA Board of Directors by February 15 of each year for inclusion in the budget for the following fiscal year commencing on May 1. The Board of Directors shall not be obliged to follow any or all of the committees recommendations.

### Funding Approval

* 1. If an application for funding is for less than $750.00, it must be approved by no fewer than two (2) members of the committee, one of whom must be the chair.
	2. If an application for funding is for more than $750.00, it must be approved by committee decision.

Passed at Council 1999.12.10

Amended at Council 2015.04.09

## Graduate Academic Caucus (GAC) Terms of Reference

**1. Preamble**

The Graduate Academic Caucus (GAC) is a standing committee of the Graduate Students’ Association. GAC reports to GSA Council and the GSA Executive and provides information and input to the Carleton University Senate and University administration on the academic needs and concerns of graduate students.

**2. Mandate**

GAC seeks to serve the academic representation needs of all graduate student members on campus. It provides a means of collecting input on academic matters from the broader graduate student community and disseminating the work of the GSA. GAC consists of departmental graduate representatives who sit on departmental and faculty boards. Thus, the role of GAC is to create a body that acts as a forum where departmental issues can be shared and solutions to concerns can be addressed. Typically these issues and concerns may include but are not limited to the following: program and course offerings; access to research materials; funding and financial matters; academic integrity, and; issues related to graduate student supervision.

**3.** **Committee Composition**

1. GSA President or designate
2. GSA Vice-President Academic (Chair)
3. Recording Secretary (non-voting)
4. All graduate student Senators (ex-officio)
5. GSA Full-time staff member (ex-officio, non-voting)
6. All graduate student representatives on the Graduate Faculty Board (ex-officio)
7. Two graduate student representatives from each departmental board, as described in the Academic Governance of the University document.
8. All GSA members may attend and have speaking rights at meetings of GAC but only members meeting the criteria for 1, 2, 4, 6 or 7 above shall be entitled to vote.

**4. Committee Organization**

1. GAC meetings will normally be scheduled for every second month from September to April with the first meeting in early October. At a minimum one summer meeting will be held. In the case of no new business, scheduled meetings may be cancelled.
2. Quorum is 5 voting members.
3. Meetings will be Chaired by the Vice-President Academic. In the absence of the Vice-President Academic meetings will be chaired by the President or their designate.
4. A Recording Secretary will be selected by the Vice-President Academic. An honorarium will be made available for this position.
5. Terms last for one academic year (September – August).
6. Graduate students from each department will be allocated two seats on GAC. In cases where there are more than two students on departmental boards, it is the responsibility of the graduate student departmental board representatives to allocate the GAC seats.
7. In the case where a department does not have two graduate students sitting on their departmental board, it is the responsibility of the graduate students in said department to allocate the GAC seats. These seats may be allocated by a vote of the graduate departmental society or, in departments without a graduate society, a GAC nomination form must be completed with three signatures by students from the department.
8. In the case of absence, GAC representatives should attempt to find proxies to fill their spots at GAC meetings. Ideally, these proxies will be a graduate student who also sits on the departmental board. If another departmental board representative is not available, the proxy will be someone from the graduate student departmental society. If a departmental society representative is not available, the proxy should be a graduate student from the department. Proxy forms will be made available at the GSA office and on the GSA website.

**5. Committee Finances**

The Vice-President Finance will normally allocate funds for each fiscal year to be used at the discretion of the Vice-President Academic. All spending shall be reported to GAC. Should initiatives require further funding, the GAC may submit a formal request

Passed at Council 2008.02.29

Amended at Council 2008.08.13

Amended at Council 2008.10.17

Amended at Council 2008.11.21

Amended at Council 2012.08.21

Amended at Council 2013.08.20

**Amended at Council 2015.01.23
Amended at Council 2015.04.09**

## Graduate Residence Caucus (GRC) Terms of Reference

*Preamble*

The GRC shall be a permanent committee of the GSA and shall operate in accordance with this document and GSA By-Law 10 (2), and in accordance generally with the articles and provisions contained within the GSA Constitution, applicable GSA policies and other governing documents. The following Terms of Reference shall supersede all previous Terms.

*Definitions*

'GRC' or 'GRC members' refers to all graduate students living on the 5th and 6th floors of Leeds House.

'GRC Executive' or 'GRC Executive Officers' refers to the Chairperson, Communications Coordinator, Social Coordinator, Advocacy Coordinator and the Vice-President Operations of the GSA or their designate.

'GSA' refers to both the Graduate Students' Association of Carleton University and GSA Carleton Inc.

'GSA Executive' refers to the President, Vice-President Operations, Vice-President Finance, Vice-President External, and Vice-President Academic of the GSA.

**1. Mandate**

The GRC exists for the following purposes:

1.1 To make residence life as fun and enjoyable as possible for graduate students living in Leeds House.

1.2 To foster communication and a sense of community amongst graduate students living in Leeds House.

1.3 To act as a link between graduate students living in Leeds House and the GSA.

1.4 To represent and advocate for the interests of graduate students and graduate students living in Leeds House in particular.

**2. Structure of the Executive Committee**

2.1 The GRC Executive is a permanent Committee of the GSA, and as such is governed by the GSA Constitution, By-laws, policy and, where it does not conflict with the former, these Terms of Reference;

2.2 The GRC Executive shall consist of the following voting members: Chairperson, Communications Coordinator, Social Coordinator, Advocacy Coordinator and the Vice-President Operations of the GSA (or designate);

2.3 One seat shall be reserved for the President (or delegate) of the Rideau River Residence Association (RRRA) who will have an ex-officio, non-voting seat;

2.4 All members of the GRC Executive must be a graduate student living on floors 5 or 6 of Leeds House with the exception of GSA Vice-President Operations (or designate);

2.5 No GRC member may hold more than one GRC Executive position.

**3. The GRC Executive**

3.1 All members of the GRC Executive, shall perform the following duties:

 i. Represent to the best of their ability and in good faith the interests of graduate students living on floors 5 and 6 of Leeds House.

 ii. Attend meetings of the GRC Executive and report on their activities.

 iii. Ensure the fulfillment of GRC resolutions and GSA resolutions (where applicable).

 iv. Select from amongst its members, excluding the GSA Vice-President or their designate, the GRC representative to the Council of the GSA.

 v. Maintain communication with the GSA Executive.

 vi. Prepare a written end-of-year report on the activities of the GRC and submit the report to the GSA Executive.

3.2 The Chairperson

The Chairperson is elected directly by the residents of 5th and 6th Leeds House and is responsible for:

Convening and conducting GRC meetings.

Interpreting and ensuring the fulfillment of GRC resolutions and Terms of Reference, as well as any relevant stipulations of the GSA Constitution, By-laws, Policy or resolutions of the GSA Council or Board of Directors;

Preparation of the GRC budget and presentation thereof to the GSA Vice-President Finance for review and approval.

Maintenance and supervision of GRC expenditures and assets.

3.3 The Communications Coordinator

The Communications Coordinator is elected directly by the residents of 5th and 6th Leeds House and is responsible for:

Performing the duties of the Chairperson in the event the Chairperson is unable to perform said duties;

Compiling and distributing agendas of all GRC Executive and General Meetings;

Recording and compiling the minutes of all GRC meetings and ensuring they are available upon request to all GRC members and the GSA Executive.

Filing all agendas and minutes of all GRC meetings with the GSA Executive on a regular basis;

Ensuring the flow of GRC and GSA information to residents;

Operating a member email list;

Working with the Advocacy Coordinator and the Social Coordinator to ensure all GRC events and activities are publicized within residence (at minimum)

Liaising with the Residence Fellows of the 5th and 6th floors regarding events, concerns, and other relevant matters.

Any other tasks that might further the exchange of communication between the GRC Executive, GRC members, and the GSA and graduate community generally.

3.4 The Social Coordinator

The Social Coordinator is elected directly by the residents of 5th and 6th Leeds House and is responsible for:

Planning and coordinating events for all graduate student residents of 5th and 6th Leeds House, on an ongoing basis throughout the year, with the cooperation and assistance of the GRC Executive in accordance with the budget;

Ensuring that events planned by the GRC aim to be accessible, with particular attention paid to issues of accessibility for students with disabilities;

Ensuring that all events planned and held by the GRC adhere to principles of non-discrimination;

Ensuring that sufficient non-alcoholic events are held;

Working with the Communications Coordinator to ensure all GRC events and activities are publicized within residence (at minimum).

3.5 The Advocacy Coordinator

The Advocacy Coordinator is elected directly by the residents of 5th and 6th Leeds House and is responsible for:

Addressing complaints and concerns regarding the Department of Housing and residence life.

Organizing advocacy and campaigns, as required, on issues effecting graduate students living in residence.

Working with the GSA Executive to ensure graduate students living in residence are aware of campaigns and advocacy initiatives supported or enacted by the GSA.

Working with the Communications Coordinator to ensure all GRC events and activities are publicized within residence (at minimum)

Representing the GRC on the Council of the Rideau River Residence Association.

3.6 Honoraria

Each elected GRC Executive Officer shall receive for the performance of the above noted duties an honorarium of $200.00 per academic semester, excluding the summer semester, paid by the GSA from the operating funds of the GRC. Thus, the total remuneration of each Executive will be $400. The honorarium is to be paid on or about the last day of classes in each of the Fall and Winter terms. In the case of the Winter term, the honorarium shall be paid only upon receipt by the GSA of the GRC Report and the filing of all GRC meeting agendas, minutes and financial statements.

The Executive of the GSA, Residence Fellows, and the RRRA representative are not entitled to GRC honoraria.

**4. Elections**

4.1 Elections for the four Executive Officers of the GRC will normally be held no later than the final day of September.

4.2 The Vice-President Operations of the GSA or their designate will act as the Chief Electoral Officer (CEO) of GRC elections and by-elections, and shall receive no financial compensation for this role.

4.3 In the event a GRC Executive position becomes vacant for any reason, members of the GRC Executive shall advertise the vacancy for a minimum of 7 days in highly visible areas and conduct a search for candidates for the position. In the event that the position becomes vacant in the fall term and candidates are not found, a second search shall take place in January. All candidates will have the opportunity to present to the GRC Executive who will have a secret ballot vote to appoint a candidate to the post.

4.4 All graduate student residents living on floors 5 or 6 of Leeds House who have paid the GRC fee shall be entitled to vote;

4.5 All GRC Executive Officer positions shall be contested by a secret ballot general election, with winners determined by simple majority;

4.6 In the event a candidate is nominated and is uncontested, the candidate shall be acclaimed.

4.7 Voting shall take place at a GRC general meeting called for that purpose normally in the third or fourth week of September;

4.8 Notice of the general meeting shall be posted at least one week in advance of the meeting date;

4.9 The general meeting shall take place on the premises of Carleton University at a time when no classes are held;

4.10 Quorum for the general meeting is 15 graduate students living in Leeds House;

4.11 The general meeting shall be chaired by the Vice-President Operations of the GSA or their designate.

4.12 GRC election nominations shall normally be received by the GSA Vice-President Operations, or designate, normally no later than 4:30 p.m. on the last Friday of the second week in September;

4.13 The CEO shall ensure that at least 3 days of campaigning can take place before the election;

4.14 Campaigning shall consist of no offensive or discriminatory materials, and may consist of posters, word of mouth, or other such procedures. The CEO shall be the judge of campaign fairness, although candidates may appeal the CEO's decisions to GSA Council at the next scheduled Council meeting. Pending the outcome of appeals, the CEO's decision will be considered final. GSA Council shall have final authority in all such cases.

4.15 In the event that no nominations have been submitted for a position the CEO will accept nominations at the General Meeting called for the purpose of electing the GRC Executive.

**5. Meetings of the GRC Executive**

The Chairperson is responsible for the scheduling and conduct of GRC Executive meetings.

The GRC Executive shall meet at least once every month during the Fall and Winter terms.

Notice of a regular meeting must be made at least three (3) days prior to the scheduled date, and must be posted on each graduate floor in reasonable view. Furthermore, the Chairperson and Communications Coordinator shall ensure all GRC members are informed, in writing (email acceptable) of upcoming meetings.

A draft agenda is to be attached to notices of regular GRC Executive meetings.

GRC Executive meetings must be held on campus

Quorum for GRC Executive meetings shall be at least three (3) GRC Executive members.

An Executive unable to attend a meeting may proxy their vote to another Executive. No Executive shall have more than one proxy vote for a given meeting.

Meeting agendas shall provide opportunity for, at minimum, all Executives and the GSA Vice-President Operations to table reports. These reports may be verbal, as long as they are recorded in the minutes.
Meetings must be open to all graduate student residents, although only GRC Executive members may vote on resolutions. All members present at a meeting have speaking rights.

Meetings shall adhere to Robert's Rules of Order as best as possible.

A GRC Executive meeting must be called by the Chairperson within seven (7) days if requested by two (2) or more voting members.

A GRC Executive meeting must be called by the Chairperson within seven (7) days if petitioned for this purpose by 25 or more residents.

Resolutions are passed by a show of hands, require a simple majority, and may only be passed at meetings where quorum has been established. In the event of a tie, the Chairperson will decide the outcome.

It is understood that the GRC Executive may meet informally, as often as necessary, but may not spend GRC funds unless approved at an Executive or General Meeting.

**6. General Meetings**

General Meetings of the membership may be called at the discretion of the Executive or by a petition delivered to the Chairperson with the names and signatures of no less than 25 members.

Notice for these meeting must be posted in highly visible areas.

Quorum for a General Meeting shall be 20% of members.

All members may vote at a General Meeting.

Voting is conducted by a show of hands requiring a simple majority to pass resolutions.

The GRC Executive is subject to any and all resolutions approved by simple majority vote at General Meetings.

Resolutions passed by the GRC Executive may be overturned by a simple majority vote at General Meetings. However, this shall not be taken as a vote of no confidence in the GRC Executive, and the latter shall not be dissolved.

**7. Financial Management and Expenditures**

7.1 The GSA shall establish an account from fees collected by the University from graduate residents living on floors 5 and 6 of Leeds House.

7.2 GRC funds shall be administered by the GSA as the operating budget for GRC operations.

7.3 The GRC Chairperson shall prepare a regular financial report for the approval of the GRC in October, January and April of each year. The report must be subsequently filed with the GSA Vice-President Finance.

7.4 The financial reports shall include recent debits and credits and a breakdown of remaining GRC funds;

7.5 All financial reports are to be readily available for perusal by any graduate student living in residence, and the GSA Executive, Council and Board of Directors.

7.6 The Chairperson, in cooperation with the rest of the GRC Executive, shall create a budget following the first meeting of the GRC Executive and the budget must be approved by the GRC Executive for submission to the GSA Vice-President Finance.

7.7 It is understood that the composition of the budget need only entail a breakdown of major expenses into line items (i.e. capital purchases, social events, honoraria, etc.) and the GRC, by a vote at a GRC Executive or General Meeting, may expend monies as it sees fit.

7.8 Funds shall not be disbursed by the GSA unless the expenditures are approved by a motion passed at a GRC Executive or General Meeting.

7.9 Funds must be used for purposes that do not contravene these Terms of Reference of the GRC, the Constitution, By-laws, policies or other governing documents of the GSA, the laws of Canada, the province of Ontario, or the City of Ottawa.

7.10 All written requests for the disbursement of funds will include minutes of the GRC Executive meeting or General Meeting at which the expenditure was approved along with a receipt and/or invoice for the expenditure.

7.11 The Officers of the GSA Carleton Inc. shall act as signatories on all cheques requisitioned by the GRC.

7.12 Events funded through the GRC must be open to all members .

7.13 Neither the GRC Executive nor the membership through a General Meeting shall establish a special budget for individual floors or collections of individuals.

7.14 No single event expenditure shall exceed 25% of the total budget.

7.15 Decisions made to deny written requests for cheques may be appealed to GSA Council, which shall have final authority in such matters.

**8. Impeachment**

8.1 A GRC Executive member may be impeached for a fundamental failure to meet any of the duties and responsibilities assigned to her/him which are outlined in these Terms of Reference, or for any other misconduct deemed sufficient to merit the impeachment proceedings.

8.2 Impeachment may be conducted under either of the following procedures:

Procedure A: GRC members may impeach an Executive with a two-thirds majority vote at a General Meeting.

Procedure B: i. Written application to GSA Council for impeachment of the member in question. The application must be signed by fifty (50) percent of the membership. The application must list in detail the allegations against the GRC Executive member. Copies of the application must be made available to all members of the GRC and Council.

 ii. Passage of a motion at GSA Council calling for the acceptance of the application for the impeachment of the Executive member, after which the member is considered immediately relieved of their position.

Procedure C: A majority vote at a meeting of the GSA Council resulting from a violation of specific GSA policies.

8.3 If an impeached Executive appeals their impeachment, the Council of the GSA shall have the final decision making authority.

8.4 In the event a GRC member is removed from their position, a by-election will be held.

8.5 An impeached Executive member is not entitled to receive an honorarium, nor to run in the subsequent by-election.

**9. GRC Property**

9.1 All GRC property shall be labeled in the following way: "Paid for by the GRC/GSA”. It must be available to all GRC members. An Inventory List, to be updated and maintained by the Chairperson, is to be kept on file along with the financial reports of the GRC, to record the assets owned by the GRC. This inventory list shall be added to the GRC report.

Passed at Council 2004.04.02

Amended at Council 2006.04.07

Amended at Council 2007.03.16

Amended at Council 2008.06.18

Amended at Council 2010.08.18

Amended at Council 2012.07.12

**Amended at Council 2015.01.23
Amended at Council 2015.04.09**

## International Students Committee

Preamble

The GSA International Students Committee shall be a standing committee, operating under the rules and regulations of the Carleton Graduate Students’ Association (GSA), as prescribed in the Constitution and By-laws.

1. Membership
	1. A member of the Executive shall act as Chair of the committee;
	2. One full-time GSA staff member (non-voting);
2. Meetings
	1. The committee shall meet as needed.

Passed at Council 2011.06.22

Amended at Council 2012.07.12

**Amended at Council 2015.04.09**

## Organizational Review Committee

Preamble

The Organizational Review (Org Review) Committee shall be a standing committee, operating under the rules and regulations of the Carleton Graduate Students’ Association (GSA), as prescribed in the Constitution and By-laws.

### Membership

* 1. The committee shall consist of a minimum of two (2) members of Council.
	2. No more than two (2) members of the Executive may sit on the committee at any time.
	3. The Vice-President Operations (or designate) shall be committee Chair.
	4. The Council Chair shall not sit on the committee.

### Meetings

* 1. The committee shall meet as needed.
	2. Meetings may be called at the discretion of the chair or two (2) other voting members.
	3. Quorum for all meetings shall be three (3) voting members.

### Mandate

The activities of the committee shall entail, but not be limited to:

* 1. reviewing and/or clarifying constitutional articles, by-laws, policies, or terms of reference referred to it by Council;
	2. reviewing constitutional articles, by-laws, policies, or terms of reference deemed in need of review by the committee Chair or any of its members;
	3. developing and introducing to Council new constitutional articles, by-laws, policies, or terms of reference.

Passed at Council 2002.02.28

Amended at Council 2010.08.18

Amended at Council 2012.07.12

**Amended at Council 2015.04.09**

## Political Advocacy Committee

Preamble

The Political Advocacy Committee (PAC) shall be a standing committee, operating under the rules and regulations of the Carleton Graduate Students’ Association (GSA), as prescribed in the Constitution and By-laws.

1. Membership
	1. The voting membership of the Political Advocacy Committee (PAC) shall be the Vice-President External, the President, and up to 10 other members of the GSA Council. All meetings of the PAC shall be open to all Carleton graduate students.
	2. The Vice-President External (or designate) shall serve as chair of the PAC meetings.
2. Meetings
	1. The PAC shall meet at least once during the fall and winter semesters, and at least once during the summer term.
	2. Additional meetings may be called at the discretion of the chair or 2 other voting members.
	3. Quorum for all meetings shall be a minimum of 4 voting members.
3. Mandate

The responsibilities of the PAC shall include but not be limited to:

* 1. Researching and advocating around political and academic issues concerning graduate students and access to post-secondary education at Carleton and more generally.
	2. Working to help to educate and involve the graduate student population on both ongoing and current political and academic issues.
	3. The PAC shall provide recommendations for action on political issues to the GSA council.
	4. The PAC shall provide recommendations to the GSA council on the allocation of the budget.

Passed at Council 2001.02.09

Amended at Council 2010.08.18

Amended at Council 2012.07.12

**Amended at Council 2015.04.09**

## GSA Scholarship and Awards Committee

Preamble

The Scholarship and Awards Committee (SAC) shall be a standing committee, operating under the rules and regulations of the Carleton Graduate Students’ Association (GSA), as prescribed by and in accordance with the Constitution and By-laws.

1. Membership
	1. The voting membership of the SAC shall be the Vice-President Finance or designate, a second Executive member, and up to 10 other members of the GSA Council.
	2. The Vice-President Finance, or their designate, shall serve as chair of SAC meetings.
2. Meetings
	1. The SAC will meet within three weeks after the deadline of a scholarship to be awarded by the GSA.
	2. The SAC will meet at least once on a yearly basis to review the guidelines and operating functions of the Scholarship and Awards Committee.
	3. Quorum for all meetings shall be a minimum of 3 voting members, of which at least 2 shall be non-Executive members of Council.
3. Mandate

The responsibilities of the SAC shall include:

* 1. Disburse all GSA scholarships in an impartial and fair manner.
	2. Provide a venue for graduate students to seek funding on the basis of financial need and academic excellence.

Passed at Council 2001.03.16

Amended at Council 2010.08.18

**Amended at Council 2015.01.23**

## Sexual Assault Support Services Committee

Preamble

The Sexual Assault Support Services Fund was approved and created by the following question adopted by graduate students in a referendum held March 22 and 23, 2011, and ratified by GSA Council on 8 April 2011:

Do you support a levy of $1 per semester for full-time students, pro-rated for part-time students and indexed to the Consumer Price Index (CPI), to support the creation and operation of a Carleton University Sexual Assault Support Centre on the Carleton University campus? Yes/No

*1. Mandate*

The primary purpose of the Committee is to recommend the distribution of monies in the Fund. Recommendations from the Committee will be subject to the approval of the Board of Directors. The Fund will be administered solely by the GSA and will be used for the following:

1.1. To allocate funds for activities in support of the creation of a Carleton University Sexual Assault Support Centre.

1.2. To allocate funds for the operation of a Carleton University Sexual Assault Support Centre.

1.3. To allocate funds in a manner otherwise consistent with the referendum question as ratified.

2. *Committee Representation*

The Sexual Assault Support Services Fund Committee shall consist of the following representatives:

 2.1. GSA executive member (Chair).

 2.2. GSA external director.

 2.3. GSA full-time staff member (non-voting).

 2.4. Two (2) GSA council representatives.

 2.5. One (1) representative from the Coalition for a Carleton Sexual Assault Centre.

3. *Meetings*

3.1. Quorum for the committee will be three (3) voting members provided the Chair is present.

**Passed at Council 2011.06.22**

# Honorarium Position Terms of Reference

## General Policy

1. The GSA has several tasks and projects for which GSA members should be hired to carry out.
2. These positions are central to the GSA’s ability to create and connect with a strong graduate community at Carleton University.
3. These positions are non-unionized.
4. All honorarium positions should be filled following the hiring process outlined in Bylaw #2, Section 2.
5. All honorarium positions should be filled by GSA members, provided qualified candidates can be found.

## Welcome Weeks Coordinators

1. Two Welcome Weeks coordinators are responsible for the planning, organization of, and implementation of Welcome Weeks activities for the GSA during the Welcome Weeks at Carleton University in September of each academic year.
2. Planned events during these weeks should strike a balance between academic and social, on and off-campus events, including workshops, pub nights, boat cruise, grad barbecue, as well as other events.
3. All events should seek to include as many graduate students as possible, keeping in mind the diversity of graduate students.
4. All events should seek to orient and familiarize new and returning graduate students with Carleton University, student services, and the GSA.
5. The Welcome Weeks Coordinators are expected to attend the university’s orientation committee meetings, as well as to liaise with other Carleton University organizations, and administration as necessary.
6. The Welcome Weeks Coordinators report to the Vice-President Operations and are expected to maintain close communications with this position, as well as with the GSA Executive and staff.
7. The Welcome Weeks Coordinators are responsible for advertising and publicizing the events.
8. The Welcome Weeks Coordinators in consultation with the Vice-President Operations are required to prepare an initial draft budget and revised final budget and present both to the Vice-President Finance.
9. The Welcome Weeks Coordinators are required to prepare and submit a final report to the Vice-President Operations normally prior to the September Council meeting.
10. The Welcome Weeks Coordinators should be hired by June 30th of each year.
11. Remuneration for each position should be determined by the GSA Board of Directors prior to the hiring of the Welcome Weeks Coordinators.

**Amended at Council 2010.08.18
Amended at Council 2015.04.09**

## Council Chairperson

1. The Council Chair leads and oversees monthly and emergency meetings of the GSA Council, as outlined in Article 6 of the GSA Constitution.
2. The Chair must have working knowledge and familiarity with Robert’s Rules of Order and be capable of judiciously applying these rules at council meetings.
3. The chair is responsible to familiarize GSA Council members with the procedures of the GSA Council.
4. The Chair must be able to create an atmosphere for fair debate within the Robert’s Rules, as well as the GSA’s Constitution, Bylaws, and Policies.
5. The Chair reports to the Vice-President Operations and/ or other relevant member of the executive, should the Vice-President Operations be unavailable.
6. The Chair should normally be able to serve at least one academic year.
7. Remuneration for this position is set at $75.00 per meeting.

**Amended at Council 2010.08.18
Amended at Council 2015.04.09**

## Recording Secretary

1. The Recording Secretary is responsible for recording the minutes of the Graduate Student Association Council. The Recording Secretary is also responsible for organizing, saving and submitting recorded minutes to the Vice-President of Operations or other GSA Executive member should the Vice-President Operations not be available. Council minutes should be submitted within two (2) days of a meeting of the GSA Council.
2. The Recording Secretary should be able to attend at least six (6) of eight (8) council meetings during both the Fall and Winter terms.
3. The Recording Secretary reports to the Vice-President of Operations and/or other relevant member of the GSA Executive should the Vice-President Operations not be available.
4. Remuneration for this position is set at $75.00.

**Amended at Council 2010.08.18
Amended at Council 2015.04.09**

# Graduate Recreational Softball League Policy

*Preamble:*

In one form of another, a graduate recreational softball league has played almost every summer since 1982. Given the high turnover of graduate students and its often informal structure, the league has occasionally suffered from insufficient institutional memory, limited organizational capacity, a lack of official recognition from the University, and limited funds to replenish aging equipment. To partially address these problems, the Graduate Students’ Association has gradually played an increased role in facilitating the operation of the league and in providing financial support.

The current Graduate Recreational Softball League (GRSL) is a recreational, non-competitive, co-ed league open to all skill levels. While open to Carleton staff and alumni, the league is primarily intended to serve graduate students whose fees to the GSA cover the costs of the League. As such, there are no direct fees associated with playing in the GRSL. Games are typically three to four nights a week, beginning no later than the third week of May and continuing until the end of August. The regular season culminates in a one-day end of season tournament in August.

The GRSL mission is to facilitate the following three goals:

* facilitate a summer activity on campus primarily for GSA members;
* facilitate a sense of community for graduate students across faculties, schools and departments; and
* stimulate business for Mikes Place during the summer lull by encouraging teams to use the facility after each game.

The policy that follows is intended to establish clear operating guidelines for the league to improve the experience for all participants and to set clear governance rules for the league.

*Policy:*

1. Founding Principles

The GRSL is organized on the following principles:

1. The GRSL is recreational and non-competitive.

2. All members of the Graduate Students’ Association are entitled to play.

3. No mandatory fees will be charged for participating in regular play of the GRSL.

4. The GRSL is a co-ed league and will take measures to ensure all interested players have the opportunity to play, regardless of skill level.

5. No violence, harassment, discrimination or verbal abuse will be tolerated for any reason.

6. All players participate at their own risk and must sign a waiver indemnifying the GSA, Carleton University, and the GRSL Commissioner from any and all damages resulting from participation in the GRSL.

2. Financial Support

The GSA will provide:

* $250 in annual operating revenue to the GRSL;
* $500 as an honorarium for the GRSL Commissioner(s);
* When financially viable and at the discretion of the GSA Executive, a gift certificate or food item from Mike's Place may be provided to each team attending Mike's Place following a regularly scheduled game.

Additional funds may be requested by the GRSL Commissioner. Such requests will be evaluated based on need and funds available.

3. Seasonal Timeline

The GRSL season will take place between the beginning of May and the end of August. Games will normally be played on weeknights at Carleton University. Games will not be held on statutory holidays. Rain days are determined between captains. Games cancelled due to weather are not rescheduled. A one-day tournament will normally be held on a Saturday in August.

4. Transportation of Equipment

League equipment will normally be stored in Mike’s Place. The team listed as the home team for each game will normally be required to transport the softball equipment from Mike’s Place to the softball field. The team listed as the visiting team will normally be required to transport the equipment from the softball field back to Mike’s Place. Both the home and visiting teams are responsible for the security of the equipment while not on the premises of Mike’s Place.

5. GRSL Commissioner(s)

The position of Commissioner can be held by one individual or shared between two Co-Commissioners. In the event that the position is shared, all references to the Commissioner in this policy will be understood to refer to Co-Commissioners.

*Hiring*

The GRSL Commissioner or Commissioners will be hired by a GSA Hiring Committee as stipulated by the GSA Hiring Policy. The GRSL Commissioner must be a GSA member as defined by the GSA Constitution. The hiring of the Commissioner will normally take place in March or April of each year.

*Compensation*

The GRSL Commissioner will receive a $500 honorarium following the submission of an end-of-season report. In the case of two Co-Commissioners, each Co-Commissioner will receive a $200 honorarium.

*Duties*

The GRSL Commissioner’s responsibilities include:

1. Working with the GSA Executive and/or staff to ensure the league is adequately advertised to potential participants.

2. Working with the GSA to ensure the booking of River Field through Carleton Athletics and Recreation as per the 2012 Memorandum of Understanding between Carleton University and the Graduate Students' Association.

3. Facilitating the participation of all interested GSA members.

4. Working with interested parties to establish teams for regular play.

5. Collecting and maintaining contact information for all team captains/organizers.

6. Holding a minimum of one meeting of all team captains/organizers.

7. Organizing and distributing a seasonal schedule that ensures an equal number of scheduled games for each team.

8. Distributing GRSL rules and policies to all team captains/organizers.

9. Distributing and collecting waivers to all team captains/organizers, ensuring that participants have signed.

10. Maintaining ongoing communication with teams by email.

11. Organizing an annual tournament in conjunction with team captains/organizers, including after-tournament / end of season celebrations.

12. Oversee the maintenance of GRSL equipment including softballs.

13. Create a budget for equipment renewal and other league expenses and submit to the GSA Vice-President Finance for approval.

14. Arbitrate any grievances between teams. (In extenuating circumstances, a decision of the GSA Executive may be requested. In such circumstances the decision of the Executive Committee will be final.)

15. Discipline up to and including banning from the GRSL any player who grossly or consistently fails to follow GRSL rules and principles, or who otherwise puts participants’ enjoyment and safety or the continuance of the GRSL itself in jeopardy. (Measures may be appealed to the Executive Committee of the GSA.)

 16. File an end-of-season report to GSA Council that includes details on expenditures, any problems experienced during the season, recommendations for future years, and a contact list for all team captains/organizers and assistant captains/organizers.

 17. Inform the GSA Executive Coordinator or GSA Executive member of any serious injury resulting from participation in the league within 24 hours of being made aware of such an injury.

The GRSL Commissioner is not required nor expected to attend all regular season softball games. Although the GRSL Commissioner may play for a team, they must strive to remain impartial and retain the image of impartiality.

6. Team Captains/Organizers

All teams must have a team captain or organizer, as well as an assistant captain, co-captain or organizer. The captain/organizer and assistant captain/co-captain/organizer may be determined in a manner acceptable to the team they represent, and are responsible for the following:

1. Distributing the softball rules and policy to all team members.

2. Ensuring adequate attendance of team members to ensure against game default.

3. Ensuring all participants sign an official waiver form and providing signed forms to the GRSL Commissioner.

4. Ensuring all team members follow the rules and principles of the GRSL.

5. Assisting the GRSL Commissioner in coordinating the annual softball tournament.

6. Remaining in contact with GRSL Commissioner.

7. Submitting a team roster for the regular season by April 30.

8. Confirming tournament participating and submitting a tournament roster by August 1.

9. Ensuring participants conduct themselves in a safe manner.

10. Enforce league rules in conjunction with opposing team captains/organizers during game play.

 11. It is the responsibility of the team captain to request players inform them of any medical conditions that could arise when playing in the league.

 12. If a serious injury occurs it is the responsibility of the team captain to fill out a incident report. Incident report forms will be in the equipment bag or alternatively available from the GSA office. The report should be returned to the Commissioner within a week of the incident. The captain should also contact the Commissioner by either phone or email within 24 hours of any serious injury. A serious injury is defined as anything that would require professional medical attention (e.g. stitches, concussions, broken bones, etc.).

7. General League Rules

1. The GRSL functions using a set of rules first established in 2000 and subsequently amended as required. The following rules can be amended by a majority vote of team captains/organizers, under a formal vote where each team is allocated one vote (regardless of the number of captains/organizers). Notice of any changes must be brought to the attention of the GSA Executive. Any and all changes must adhere to and respect the GRSL founding principles.

2. Teams must field seven (7) players defensively per inning (to a total of nine (9)), or the game is forfeited. Maximum field consists of catcher, short-stop, first, second, third, and four outfielders (right, left, centre and rover).

3. In the event of a forfeit, a random shuffling of players from both sides (adjusted for an even split based on gender identity, as per Section 8) may play out the evening.

4. No consumption of alcohol or other drugs is allowed on the field. Players who fail to abide by this rule will be expelled from the league and participating in the tournament. Any player caught violating this rule during the tournament will be removed from tournament play and prevented from returning to play in subsequent years. This is for the protection of the league.

5. All players must be 18 years of age.

6. All players must sign a waiver form to be submitted to their team captain/organizer. Players must also sign a code of conduct.

7. Any player who has not signed a waiver or a code of conduct will not be permitted to play.

8. Players are to be at the field for 6:00 p.m. sharp!

9. Rain dates will not be rescheduled.

8. Rules for Gender Inclusion

1. This is a non competitive, gender inclusive league - please act accordingly. For the purposes of the league, gender is by self-identification.

2. Teams should have a minimum of three (3) female, trans-identified or genderqueer players.

3. A maximum of six (6) male players are allowed defensively on the field at any one time. The remaining three (3) positions must be filled by female, trans-identified or genderqueer players or left empty.

4. A minimum of three (3) female, trans-identified or genderqueer players are required in each batting rotation.

4.1 If a team has two (2) female, trans-identified or genderqueer batters, an out must be inserted into the middle of the batting rotation.

4.2 If a team has one (1) female, trans-identified or genderqueer batter, two outs must be inserted into the middle of the batting rotation (not consecutively).

5. No more than three (3) consecutive male batters in a row.

6. If there are three (3) consecutive male batters, they must be followed by a female, trans-identified or genderqueer batter or an out. This applies to “wrapping around" from bottom to top of the line-up.

7. No pinch hitters are allowed.

8. Pinch runners are allowed, with advanced notification.

9. Field Rules

1. Teams will pitch to their own players.

2. Throwing of the bat will count as an automatic out.

3. Games are played to seven innings. There is a seven run “mercy” rule in effect except for the final inning.

4. The league plays with slow pitch underhand.

5. Each batter is allowed 5 pitches. Foul balls will be counted as a pitch. If the fifth pitch results in a foul ball, the batter is out.

6. In the case of general injury, play is stopped with a maximum one base advanced.

7. No purposeful bunting is allowed.

8. All players must take turns fielding during the game.

9. Captains should make decisions about what counts as a double/triple/homerun before the game. A standard approach is that any ball in the near trees in right field is considered a double. Any ball which bounces or rolls into the far trees on the other side of the path is a triple. Any ball that goes into the far trees in the air is a homerun.

10. Players can overrun first base only, although they must touch the red safety plate. No overruns allowed for second or third.

11. Players may advance only one base on an overthrow.

12. There will be a ‘commit line’ half way between third base and home plate, which, if crossed, requires the runner to go for home.

13. The runner should not touch home plate (but rather run behind the plate), or they will be called out. This is to avoid collisions.

14. There is no leading off and no sliding, again to avoid injuries. In both cases, the penalty is an automatic out.

15. Players may take up on a fly ball to risk an advance to the next base (i.e. tag-up on a fly ball).

16. Once a ball is in play, the pitcher may not touch the ball. If a pitcher inadvertently touches the ball, the play is dead and the pitch will be redone.

17. Fielders may not be inside the baseline until after the ball makes contact with the bat.

18. Base coaches from the batting team should be responsible for calling safe or out on close plays. Captains are responsible for ensuring that base coaches are in place to make these calls.

19. Before the game starts, captains should decide whether the catcher or base coaches will call fair/foul.

20. The home plate should be used to place first and third base. This means first base will normally be slightly to the right of the dirt patch.

Passed at Council on 2009.03.20

**Amended at Council on 2012.03.13
Amended at Council on 2014.11.12
Amended at Council 2015.04.09
Amended at Council 2018.03.22**

# Board of Directors Policies

## Advertising Policy

### The GSA shall:

1. In advertising, use only original or public-domain images, slogans and the like; and,
2. In both advertising and publications, show sensitivity to issues of gender, orientation, ethnicity, nationality, culture and religion; with this policy to be applied by the Executive, or in the event that Council deems it necessary, a committee formed from the Executive and Council.

Passed at Council 1993.03.10

Reviewed at Board of Directors 2002.05.21

## Disposal Policy

1. Any capital goods of a value greater than $50 which are no longer required by the Graduate Students’ Association will be advertised on month beforehand. Confidential written bids will be accepted and the goods will be sold to the highest bidder with preference given to graduate students.
2. For those items deemed to be worth under $50, the Executive shall make every effort to adhere to the principles of this policy. If deemed appropriate, such items may be donated to charity, or failing that, disposed of in another manner.

Passed at Council 1993.11.19

Amended at Board of Directors 2002.05.21

Amended at Council 2010.08.18

## Financial Policy

**Cheque Reconciliation**

The Following steps are to be taken for the reconciliations of all Mike’s Place and GSA Carleton Inc. cheques:

1. Bank Statements are received at the front desk and stamped with the date but not opened. Statements are to be places in the red folder in the Vice-President Finance mailbox.
2. Bank statements are opened by the Vice-President Finance
3. The Vice-President Finance reviews all signatures on the cheques cashed and the total number of cheques against the bank statement. The Vice-President Finance verifies all cheques over $2000. The Vice-President Finance delivers the statements and the cheques to the Finance Administrator.
4. The Finance Administrator reconciles the accounts in the financial software program. Should any irregularities arise with the reconciliation, it is the responsibility of the Finance Administrator to notify the Vice-President Finance and/or the Executive Coordinator.
5. In the absence of the Vice-President Finance, the president performs the Vice-President Finance’s duties in consultation with the Executive Coordinator.

**Payment for Mike’s Place Staff Taxis**

As per Article 27.03 of the Collective Agreement, Mikes Place staff may occasionally use a taxi service to return home after an evening shift. Staffs who opt to use this benefit must submit a receipt and a refund slip to be assigned by the Hospitality and Operations Manager. These slips will be delivered with the payroll information and staff will be reimbursed in their subsequent pay cheque.

**GSA Payables**

Mikes Place

1. Invoices for goods sold at Mikes Place of goods or services used in the regular maintenance of the establishment that are purchased from regular suppliers are paid either:
	1. By GSA cheque processed through GSA Finance Office. The Hospitality and Operations Manager initials the invoice and delivers the invoice to the Executive Coordinator for initialing. The invoice is then delivered to the Finance Administrator for entry in to the accounting software system and cheque processing.
	2. By Mikes Place cheque. The Hospitality and Operations Manager initials invoice and ensures the cheque number is written clearly on the invoice. The cheque stub is stapled to the invoice. The invoice is then delivered to the Finance Administrator for entry into the accounting system software. The Finance Administrator files the cheque stubs and after posting the entry all invoices are delivered to the Vice-President Finance to initial. This method is to be used only for suppliers who insist on cash-on-demand payment.
	3. Cash payment. This method is only to be used in emergencies and receipts must be provided and initialed by the Hospitality and Operations Manager.
2. lnvoices for goods or services purchased for Mike's Place that are not regularly purchased require the initial of the Vice-President Finance before being processed by the Finance Office. Expenditures of this sort over $500.00 require prior approval from the Vice-President Finance, or the President in the Vice- President's absence, and may in some instances require approval from the Board of Directors.

Graduate Students' Association

Goods or services purchased by the Graduate Students' Association are paid for in one of three ways:

1. By GSA Cheque. This method is used for invoices and cheque requisitions. lnvoices for regularly purchased goods and services must be initialed by the Executive Coordinator. lnvoices for goods and services not regularly purchased by the GSA, or that are for amounts greater than $500, must be initialed by the Vice-President Finance or the President in the Vice-President Finance's absence. Cheque requisition forms must be completed for all payments lacking an invoice and must be signed by two executive officers. The Vice-President Finance must be one of the signatories, or the President in the Vice-President's absence.
2. By Mike's Place cheque. This method should only be used in extenuating circumstances in which the exact dollar amount is not known and payment must be provided upon delivery (examples could include Graduate Welcome Week events).
3. Cash. This method should only be used for minor purchases and must be approved by an executive officer or a full-time staff member. All such purchases must be recorded in the petty cash log and receipts must be provided.

**Cheque Signing**

All GSA cheques must be signed by two executive officers, one of whom must be the Vice-President Finance or, in their absence, the President.

**General Financial Record Keeping**

1. Upon entry into the financial accounting system, supporting documents are to be marked as posted.
2. Upon the printing of any GSA cheque, supporting documents must be marked as paid and include the cheque number.
3. Following the printing and signing of GSA cheques, cheque stubs are to be attached to the supporting documentation for the payment (such as the cheque requisition form, payroll form, or invoice).
4. The Hospitality and Operations Manager is responsible for ensuring that all Mike's Place cheque stubs are delivered to the Finance Office for filing. The Finance Administrator will ensure all such stubs are stored in numerical order in an appropriate receptacle.
5. Locations of files:

Room 604:

* Financial forms relating to GSA grants
* Completed cheque requisition forms
* Copies of the Unicentre Fee Agreement and other agreements
* The above materials for the current and prior fiscal year will normally be kept in 604. Each summer, the records for the fiscal year two years prior will be moved to room 621.

Room 605:

* Insurance materials
* Legal correspondence, including detailed invoices
* GSA Carleton Inc. Board of Directors agendas and minutes
* Some human resource documents
* GSA Carleton Inc. unused cheques

Room 609:

* Bank statements and returned cheques
* Bank books for all accounts
* Invoices
* Remittance records (GST, PST, WSIB, payroll liabilities)
* Daily/Weekly sales reports t r
* Employee tax form files
* Mike's Place unused cheques
* The above materials for the current and prior fiscal year will normally be kept in 609. Each summer, the records for the fiscal year two years prior will be moved to room 621.

Room 621:

* Prior year records from room 604 and 609 will be stored in this room.
* Every summer, any non-essential records going back more than seven fiscal years will normally be destroyed.

Room 608:

* Invoices received and current daily sales sheets are kept here until brought to 609. Transfers of invoices and sales sheets to room 609 shall occur daily.

**Mike's Place Sales Reporting and tracking**

1. Mike's Place staff prepare and sign shift reports for the day and evening shift and submit these reports, along with a printout of the shift summary (day shift) or main reading (evening shift), receipts for pay outs or staff meals, float counts, and cash from sales to the Hospitality and Operations Manager or, in their absence, deposit all materials into the drop safe.
2. At the beginning of each working day the Hospitality and Operations Manager performs and records a cash count of all floats.
3. The Hospitality and Operations Manager brings the prior day reports, supporting documentation and cash to their office and enters the sales into the approved weekly sales spreadsheet.
4. Cash from sales is normally deposited daily. Any cash not deposited must be stored in a safe.
5. The weekly sales spreadsheet for the prior week will be delivered to the Finance Administrator no later than end-of-day on the Tuesday of each week. Each weekly sales spreadsheet will be accompanied by supporting documentation organized by the day as well as the bank book for the Mike's Place chequing account. Supporting documentation will include: sales summary and main reading for each day, receipts for any cash payouts and staff meals, all float counts.
6. The Hospitality and Operations Manager will provide a copy of the weekly sales spreadsheet to the Vice-President Finance.
7. The Finance Administrator is responsible for entering all the sales and related information and will notify the Vice-President Finance and/or the Executive Coordinator of any irregularities or discrepancies.
8. The Vice-President Finance and/or the Executive Coordinator will periodically verify submitted sales reports against the point of sales system's records.

**Financial Administration Working Group Meetings and Financial Reporting**

1. The Vice-President Finance, Finance Administrator, Hospitality and Operations Manager, Executive Coordinator, and the Office and Communications Coordinator shall normally attend all meetings of the Financial Administration Working Group. Additional executive members or Directors are welcomed to attend each meeting.
2. The Vice-President Finance shall be the Chair of the Working Group and the Office and Communications Coordinator shall record minutes.
3. The purpose of the Financial Administration Working Group is to ensure the efficient and accurate recording and reporting of the GSA's finances. The intent of the Working Group is to support the Finance Administrator, Vice-President Finance, Executive, Board of Directors, and GSA Council. As such, the Working Group plays an administrative and not a directive role.
4. The Financial Administration Working Group shall meet at least once per month, generally mid-month. The Finance Administrator will provide a report on the financial activity for the prior month at every meeting of the Working Group.
5. The Financial Administration Working Group shall regular review financial reporting structures to ensure efficiency, accountability, and the accuracy of records.
6. The Financial Administration Working Group shall facilitate regular financial reporting to the Executive, Board of Directors, and Council.

**Passed at Board of Directors 2009.07.27
Amended by Council 2015.01.23
Amended at Council 2015.04.09**

## Investment Policy

Preamble

The investment policy for GSA Carleton Inc. is designed to balance the principles of corporate responsibility, security, risk, liquidity, and rate of return.

1. All investments will be made by the Vice-President Finance in conjunction with one other Executive member (with all other Executives to be added as signing authorities). Approval will be required by the Board of Directors of GSA Carleton Inc.
2. All investments are to be made through recognized Canadian financial institutions (e.g. chartered banks and trust companies).
3. The GSA will not enter into new agreements with companies solely on the basis of stock options and the GSA will only purchase additional shares with monies generated by dividends from current shares. The GSA will automatically reinvest any monies into new shares, unless directed otherwise by the Board of Directors of GSA Carleton Inc.
4. Examples of investments which adhere to the principles outlined in the preamble include, but are not limited to: GICs, Term Deposits, Money Market Funds, T-Bill Funds, Canada Savings Bonds, and business savings accounts. The GSA will attempt to adhere to ethical investment standards, such as socially responsible investments as presented in the UN Principles for Responsible Investors. The GSA Carleton Inc. will divest from companies found to be contravening the aforementioned principles.
5. Investments must be placed in instruments that are redeemable at will. Any investments made in a 12-month instrument should take place only after the first three months of the transition to a new Executive.
6. All additional expenses incurred for the investment funds should be paid from the operating funds.

Passed at Council 1999.08.16

Amended at Board of Directors 2002.07.18

**Amended at Board of Directors: 2011.04.07
Amended at Council 2015.04.09**

## Mileage Allowances Policy

Whereas a "mileage allowance is any payment that employees receive from an employer for using their own vehicle in connection with or in the course of their employment without having to account for its use. This payment is in addition to their salary or wages. An allowance is taxable unless it is based on a reasonable per-kilometre rate.”[1]

Whereas it is desirable and fair to standardize mileage allowances for all staff, executive and volunteers of the GSA who may incur mileage expenses using their personal vehicles.

Whereas many employee contracts span a period of over one year, therefore:

Be it resolved that GSA Carleton Inc. pay a mileage allowance of $0.55/KM for the first 5000 KM and $0.49/KM for every kilometre after that to all staff, exec, or volunteers for the mileage they incur on GSA business using their personal vehicles.

Be it Further Resolved that the rates above change from time to time subject to the guidelines issued by the Canada Revenue Agency generally on an annual basis.

Be it Further Resolved that this allowance rate supersede any rate in current GSA employee contracts, and that this rate be applicable for any mileage already incurred in the current fiscal year.

Note 1: CRA definition. [http://www.cra-arc.gc.ca/automotor-allowances/](http://www.cra-arc.gc.ca/automotor-allowances/%22%20%5Ct%20%22_blank)

**Passed by the Board of Directors 20015.03.12**

## Office Overtime Policy

*Preamble*

While there may be times at which overtime is required, a part-time member of staff cannot record these hours without approval.

Policy:

All overtime must be approved by an Executive member or Full Time staff member; otherwise it will not be recognized. Staff reserves the right to refuse unscheduled overtime work.

**Passed by the Board of Directors 2007.03.21
Amended at Council 2010.08.18**

## Pay Advance Policy

The GSA shall not approve or distribute pay advances for any full or part-time employee or Executive member.

**Passed by the Board of Directors 2007.02.24**

## Per Diem Policy

BIRT a per diem policy be established to allow persons who travel as representatives of the GSA (e. CFS meetings, Canadian Association of Graduate Studies Conference, etc); and

BIFRT for days in which meals are provided, the per diem shall be $15. For days in which meals are not provided, the per diem shall be $25.

BIFRT no per diem will be provided if another organization already provides one for the purpose.

BIFRT that Executive members be reimbursed using the standard $15 per diem policy for days they are on duty during Welcome Weeks.

Passed by Board of Directors 2004.03.21

Amended by Board of Directors 2012.10.23

## Privacy & Confidentiality Policy

**Commitment to Privacy**

The Carleton University Graduate Students’ Association/GSA Carleton Inc. (the “**GSA**”) is committed to maintaining the security, confidentiality and privacy of its members’ personal information. This Policy documents the GSA’s ongoing commitment and has been developed in compliance with applicable privacy legislation.

**Scope of Policy**

The Policy applies to all personal information about individuals collected by the GSA from time to time by means of paper signup sheets, web-based or email forms, and the transfer of personal information from parties such as Carleton University.

From time to time changes to the Policy may be made and these changes will be incorporated without notice into a revised policy, which will be posted at www.gsacarleton.ca in order to ensure that members will always have the most current information with respect to privacy practices.

**What is Personal Information?**

“Personal information” is information about an identifiable individual but does not include business contact information such as the name, title, business address or telephone number of an employee of an organization. It also does not include information that cannot be associated with a specific individual, or information that is available in the public domain.

**Collection, Use and Disclosure of Personal Information**

The cornerstones of the Policy are that the GSA will only collect personal information which is necessary for legitimate purposes, that the GSA will only use this information in ways which have been clearly communicated (or which should be obvious from the manner in which the information was requested) and that the GSA will safeguard personal information while it is in its possession and not retain it for longer than necessary.

The GSA ascribes to ten privacy principles to ensure that personal information is protected:

1. **Accountability**

The GSA is responsible for personal information under its control. The GSA Board of Directors shall designate a GSA“**Privacy Officer**” as the person responsible for the GSA’s compliance with the policy.

1. **Identifying Purposes**

Upon or before collecting information, the GSA will state the purpose of collection, unless the purpose is obvious, and will provide, on request, contact information for the Privacy Officer who can answer questions about the collection.

Before using or disclosing personal information for a purpose not previously identified, the GSA will identify the new purpose and obtain consent unless the use or disclosure is authorized or required by law.

Except as set out below, the GSA does not collect personal information, other than personal information which is voluntarily provided.

We collect, use and disclose your personal information for the following purposes:

* to provide and administer products and services;
* to protect the GSA, members and others from fraud and error and to safeguard the GSA’s interests;
* to authenticate identities;
* to comply with legal and regulatory requirements; and
* to engage members in the activities of the GSA.

The GSA may be required by law to disclose personal information, for example to comply with valid legal processes such as a subpoena or court order. The GSA may also need to disclose personal information in order to protect its legal rights or property, or where failure to disclose personal information may put the safety of another individual at risk.

Members who have provided personal information and wish to have it removed from the GSA system at any time should contact the Privacy Officer.

1. **Consent**

The GSA will obtain consent to collect, use or disclose personal information except where authorized or required by law to do so without consent. For example, the GSA may collect, use or disclose personal information without members’ knowledge or consent where:

* the personal information is publicly available from a public source;
* the GSA is obtaining legal advice; and
* the GSA reasonably expects that obtaining consent would compromise an investigation or proceeding.

Other exceptions may apply.

Consent can be express or implied. Consent may be provided orally, in writing, electronically, by negative option or otherwise. By providing personal information to the GSA, members agree that the GSA may collect, use and disclose such personal information as set out in the Policy and as otherwise permitted or required by law.

Members may withdraw consent at any time, subject to legal or contractual restrictions, and provided that reasonable notice or withdrawal of consent is provided. On receipt of notice of withdrawal of consent, the GSA will inform the member of the likely consequences of withdrawal of consent, which may include the GSA’s inability to provide services for which that information is necessary.

When providing the GSA with consent, or when revoking consent, please do so by way of communication with the Privacy Officer.

1. **Limiting Collection**

The GSA will limit collection of personal information to that which is reasonable and necessary to provide services or as authorized by law. The GSA will collect personal information only by fair and lawful means.

1. **Limiting Use, Disclosure and Retention**

Personal information will only be used or disclosed for the purposes consented to by members, and/or as authorized by law.

Personal information will be retained only as long as it is necessary to fulfill the purposes for which it is collected. The GSA will destroy, erase or make anonymous documents or other records containing personal information as soon as it is reasonable to assume that the original purpose is no longer being served by retention of the information and retention is no longer necessary for legal or business purposes. The GSA will take due care when destroying personal information so as to prevent unauthorized access to the information.

In the event that the GSA requires the services of a third party in order to deal with personal information, the GSA will ensure that the third party adheres to adequate privacy procedures and will keep personal information confidential. The GSA will not provide more information than is necessary to the third party and will ensure that the information is returned or destroyed once the purpose for which it was given is fulfilled.

1. **Accuracy**

The GSA will make reasonable efforts to ensure that the personal information collected, used or disclosed is accurate and complete. In most cases, the GSA relies on members to ensure that certain information is current, complete and accurate.

If a member demonstrates the inaccuracy or incompleteness of their personal information, the GSA will amend the information as required. If appropriate, the GSA will send the amended information to third parties to whom the information has been disclosed.

When a challenge regarding the accuracy of personal information is not resolved to a members satisfaction, the GSA will annotate the personal information in its possession with a note that correction was requested but not made.

1. **Safeguards**

The GSA protects the personal information in its custody or control by making reasonable security arrangements to prevent unauthorized access, collection, use, disclosure, copying, modification, disposal or similar risks.

The GSA will take reasonable steps, through contractual or other reasonable means, to ensure that a comparable level of personal information protection is implemented by the suppliers and agents who assist in providing services to the GSA. Some specific safeguards include:

* physical measures such as locked filing cabinets;
* organizational measures such as restricting employee access to files and databases as appropriate;
* electronic measures such as passwords and firewalls; and
* investigative measures where the GSA has reasonable grounds to believe that personal information is being inappropriately collected, used or disclosed.

Note that confidentiality and security are not assured when information is transmitted through e-mail or other wireless communication. Members should notify the GSA’s Privacy Officer in writing if they do not want the GSA to communicate with them through these means.

1. **Openness**

The GSA is open about its privacy policies and procedures used to protect personal information. Information about these policies and procedures can be obtained from the GSA office by written request to the GSA Privacy Officer. The GSA reserves the right to refuse to disclose sensitive information about policies and procedures to ensure the integrity of security procedures.

1. **Individual Access**

Members have the right to access their personal information held by the GSA.

Upon written request and authentication of identity, the GSA will provide a member with a summary of their personal information in the possession of the GSA, a description of the way in which that information is being used, and a list of the individuals and organizations to whom that information has been disclosed.

The GSA may charge a reasonable fee for providing information in response to an access request and will provide an estimate of any such fee upon receiving an access to information request. The GSA may require a deposit for all or part of the fee. The GSA will make the information available within 30 days or provide written notice where additional time is required to fulfill the request.

In some situations, the GSA may not be able to provide access to certain personal information. This may be the case where, for example, disclosure would reveal personal information about another individual, or disclosure of the information would reveal confidential commercial information that, if disclosed, could harm the competitive position of the GSA. The GSA may also be prevented by law from providing access to certain personal information.

Where an access request is refused, the GSA will provide notice in writing, document the reasons for refusal and outline further steps which are available.

1. **Challenging Compliance**

The GSA will, on request, provide information about complaint procedures. Any inquiries, complaints, or questions regarding the Policy should be directed in writing to the GSA’s Privacy Officer at:

Phone: 613-520-6616
Fax: 613-520-3680
Email: gsa@gsacarleton.ca
Mail: 600 Unicentre, Carleton University, 1125 Colonel By Dr., Ottawa, ON, K1S 5B6

Passed at the Board of Directors 2010.08.31

## Purchasing Guidelines for Major Items

Preamble

These guidelines are designed to ensure that procurement of goods and services is obtained on the best terms available and in accordance with ethical purchasing practices.

### WHENEVER POSSIBLE the buyer is asked to obtain:

1. One written quotation for purchase of goods and services up to $1,000.00, provided that evidence of other verbal quotes are provided.
2. Two written quotations for purchase of goods and services between $1,000.00 and $3,000.00.
3. A minimum of three written quotations or tenders for goods and services over $3,000.00.

When any of the above procedures is not possible for reasons such as those listed below, then it is required that all facts be documented and attached to the purchase order copy left on file. This record will be critical for annual external audits.

1. Documented explanations are required in the following situations:
	1. Unable to obtain required number of quotations (e.g. insufficient number of known sources of supply).
	2. Lowest bidder not selected.
	3. No lead time to tender or do further market research.
	4. Sole source (e.g. requirement for compatibility with existing equipment).
	5. Any other reason for guidelines not being adhered to.
2. The buyer must fully document:
	1. Number of suppliers invited to quote or tender with explanations if required number is not invited.
	2. All reasons if lowest bidder is not selected (e.g. not equivalent, no service locally, availability, etc.).
	3. Explanation of no lead time (e.g. emergency, etc.).
	4. Reasons for compatibility requirement.
	5. Any other relevant explanatory facts.

Amended at the Board of Directors 2002.05.21

Amended at Council 2010.08.18

## Print Shop Discount Policy

1. All employees, those receiving honoraria, the executive, the management, and members of unions in collective agreement in or with GSA Carleton Inc. shall be entitled to a discount on services at the GSA Print Shop.
2. The rates of the discount shall be determined from time to time by the Vice-President Finance.
3. At the passing of this motion, discount rates will be reasonably set at the approximate material cost for the Print Shop Services.
4. Persons entitled under section (1) will not unreasonably delay Print Shop service for GSA members, or unreasonably add to the work of an Office Administrator on duty.
5. The discounted services may only be used for personal and non-commercial use(s).
6. Nothing in this motion abrogates or derogates the Printing and Photocopying Policy (GSA Council 2008-2012).

Passed at the Board of Directors 2017.12.14

## Mikes Place Inventory Procedures

The following inventory procedure is based on acceptable management functions. Consistent system management executed regularly, with a full inventory on a monthly basis, is essential to regulate inventory and the corresponding monetary values. The purpose of this document is to create a standard protocol that ensures consistency.

**SYSTEM MANAGEMENT:**

1. All food and beverage orders are to be placed with approved suppliers by the Hospitality and Operations Manager. In the absence of the Hospitality and Operations Manager, the Executive Coordinator, the Executive, or an appointed staff member will place orders.
2. All food and beverage orders placed are recorded on an order sheet and kept in an acceptable, retrievable and organized format.
3. All invoices are to be filed separately by supplier and maintained by the Hospitality and Operations Manager. The Hospitality and Operations Manager will ensure that invoices are received and entered by the finance office.
4. All products arriving are to be physically checked against the invoice.
5. All product is to be received and stored in a first in, first out pattern.
6. All waste items are to be entered into the POS.
7. Item purchase price verification will be conducted regularly.
8. All food and beverage items purchased are to be entered into a pre-determined system template, formulated to calculate usage, inventory, and monetary value.
9. Inventory counts and calculations are to be performed monthly. Physical counts are to be done on the first Monday of every month. In the event of a statutory holiday, counts will be done on the Tuesday following the holiday.

**INVENTORY PROCEDURE:**

1. Appropriate count sheets are to be used. All items must have a determined measurement for counting which is compatible with package size and value.
2. Counting will be done by the Hospitality and Operations Manager who will be accompanied by Vice-President Finance, Executive Coordinator or other assigned Executive or bar staff. During the physical count, the Hospitality and Operations Manager will perform the actual count and dictate amounts, while the person accompanying them will visually verify and record the amounts onto the count sheets.
3. Items are to be counted accurately by single area at a time from top to bottom, left to right.
4. Record counted items on sheets, accumulating same items, which are to be totalled only after all areas have been counted.
5. Random items will then be verified from floor to sheet and sheet to floor by Vice-President Finance, Executive Coordinator or other assigned Executive or bar staff. Any discrepancies will be noted and corrected.
6. Sheet totals are then calculated and made ready for input into a Usage and Value template.
7. Ensure that all items have been counted according to pre determined purchase price and package size. All columns must be compatible. **i.e.** purchase price of samosas is **$ 0.70** per samosa (unit = one samosa) and the count must be done per samosa *not by the case or box.*
8. Item purchase prices as they appear on the Usage and Value template need to be verified.
9. Analyze usage totals from a quantitative and monetary view point, using POS generated theoretical amounts. Prepare, store and distribute final report.
10. Final inventory counts are entered into the Usage and Value template.
11. Final reports are to be distributed to the Hospitality and Operations Manager, the Vice-President Finance, and the Executive Coordinator. One copy must be stored in the finance office, and an electronic copy must be stored in the Mike’s Place folder on the shared drive.

**Passed by the Board of Directors 2007.05.22**

**Amended by Council 2015.01.23**

**Amended at Council 2015.04.09**

## Mike’s Place Operational Policies

#### Intoxicated Patrons

\*A person who is deemed intoxicated cannot enter Mike’s Place. If a customer has been served & now appears to be intoxicated, all service, alcoholic or otherwise, shall cease. Ensure the guest has a safe way home as stated below in Steps to Take.

#### Signs Of Intoxication

* Inappropriate speech volume
* Slurred words or poor enunciation
* Deterioration of gross motor skills
* Sudden fatigue
* A decrease in alertness & fine motor skills
* Red or glossy eyes
* Excessive sweating

#### STEPS TO TAKE

\*Discontinue service

\*Identify if the guest is with a group of friends

\*Identify how the guest intends to travel home

\*If the guest has a vehicle, staff is required to ask for the keys to the vehicle of offer to contact a driving service. If the guest indicates that they intends to drive and or refuses to provide their keys staff is required to contact campus safety & provide all pertinent information concerning the guest

\*If the guest has a designated driver, confirm that the driver has not been drinking alcohol

\*If the guest does not have a safe transportation plan staff is to offer to call a taxi company or a friend or a family member to provide safe transportation home. If the guest cannot afford a cab ride, staff is to provide a taxi chit. When providing a taxi chit staff is to call the pre-approved taxi company and provide the driver with a pre-paid form of payment and instructions as to where the customer is to be dropped off

**Mike’s Place Log Book**

*Day Shift:*

Staff are required to log any incidents that occur in Mike’s Place and how the incident was dealt with by staff. Incidents that require recording include but are not limited to incidents of intoxicated patrons and other security concerns.

*Evening Shift:*

Staff are required to make an end-of-shift entry into the Mike’s Place log book. If no incidents took place an entry must be made to this effect. Incidents that require recording include but are not limited incidents of intoxicated patrons and other security concerns as well as how the incident was dealt with.

**Complimentary Beverages for Designated Drivers**

When a group of guests specifically identify a member of their party as a designated driver, that individual is entitled to receive complimentary fountain pop, coffee or tea. Regular monitoring of the group and the individual is necessary to ensure that the designated driver is not consuming alcohol. Free pop, coffee and or tea are for the consumption of the designated driver only. There will be no limit, within reason, to the amount of pop, coffee and or tea consumed. Free beverages for the designated driver will be registered in the POS and the value will be accounted for as complimentary beverages for a designated driver.

**Communication Protocol Between Oliver’s and Mikes Place**

In every instance in which a guest is ejected from Mike’s Place or service of alcohol is discontinued for any reason, staff are to contact Oliver’s Pub immediately at extension 2892 and provide Oliver’s staff with a brief description of the guest, their actions, approximate known amount of alcohol consumed and the course of action pursued by Mike’s Place staff (i.e. called campus safety, established a transportation plan, etc.).

**Passed at the Board of Directors 2008.02.27
Amended at the Board of Directors 2011.11.10
Amended by Council 2015.01.23**

## Mike’s Place Rental Policy

1. Mike's Place may be rented from GSA Carleton Inc. by individuals and groups from Carleton University and, at the GSA's discretion, to off-campus individuals and groups.
2. On-campus individuals and groups are defined as any Carleton University student, faculty member, employee, recognized associational group, academic or non-academic department, or any employee of corporations situated at Carleton University.
3. Off-campus individuals and groups are defined as all other persons or groups which do not meet the criteria in Section 2 above.
4. Mike's Place shall give first priority to graduate students of Carleton University in renting space in the bar.
5. Mike's Place shall give second priority to all other on-campus individuals and groups in renting space in the bar.
6. Mike's Place shall give final priority to off-campus individuals and groups in renting space in the bar.
7. All individuals and groups must apply in writing to the Vice-President Finance of the GSA.
8. The GSA reserves the right to deny any application to rent the bar, subject to written appeal to the Board of Directors of GSA Carleton Inc.
9. The GSA reserves the right to require any applicant for rental to provide a deposit to cover any expenses and/or losses incurred by Mike's Place during the period of rental.
10. The GSA shall ensure that the individuals or groups using Mike's Place under this policy shall not engage in activities which contravene the Liquor Control Act of Ontario and other applicable laws and by-laws (i.e. the Smoking Ban by-law). Organizers of events held under this policy shall be appropriately informed of the regulations and restrictions contained in the Act.
11. The GSA may set the terms of rental with respect to the provision of food, space, access, and any other matter relevant to the conduct of the event and the operations of the bar. It is not considered normal practice to rent the entire bar for an event, although in some cases (i.e. Saturday nights) the GSA may consider such a request.
12. Should any event held under this policy contravene any section of the Liquor Control Act of Ontario or other applicable laws and by-laws (i.e. the Smoking Ban by-law), or any terms of rental established by the GSA be breached, the GSA and/or staff of Mike's Place reserve the right to declare the event closed and require that the bar be cleared.

Passed at Council 1995.08.16

**Amended at the Board of Directors 2002.07.18**

## Mike’s Place House Rules

Welcome to Mikes Place, proudly owned and operated by your Graduate Students’ Association. All guests are subject to the following house rules in order to provide a comfortable, safe, and friendly atmosphere.

1. Maximum capacity: 100

2. Regular hours of operation are 11:00 am to 1:30 am. Management reserves the right to stop service prior to 1:30. Mike’s Place opens later and closes early during the spring and summer terms.

3. Patrons must be 19 years of age to purchase or consume alcoholic beverages. Patrons will be required to show valid government issued photo ID.

4. All alcohol must be purchased and consumed within Mike’s Place.

5. Proper attire including shirts and shoes must be worn at all times.

6. Please ask staff for assistance should you need to move tables to accommodate larger groups. Reservations are recommended for groups with 8 or more. Please call by 613-520-6681 to make a reservation.

7. Consumption of outside food will be monitored. Beverages purchased outside of Mike’s Place will not be permitted.

8. No unauthorized solicitation is permitted.

9. A pitcher of beer and/or a litre of wine will not be served to less than 2 guests. A pitcher of beer and/or a litre of wine may not be purchased after 12:30 am.

10. All alcoholic beverages will be removed from all licensed service areas 30 minutes prior to closing.

11. Our guests’ safety is a top priority. Management and staff will intervene to ensure all guests have a safe and reliable form of transportation home. Campus Safety will be called to intervene with any person that is less than cooperative with management and staff. Do not drink & drive!

12. THERE IS A ZERO TOLERANCE POLICY ON THE FOLLOWING:

 • The use or trafficking of illegal drugs in or around Mike’s Place.

 • Acts of rowdiness, violence, discrimination or any form of vandalism.

 • The consumption or possession of any alcoholic beverages not purchased at Mike’s Place.

 • Demonstration of intoxication.

 • Any engagement of crude or dangerous conduct which could prove harmful.

 • Falsifying identification and/or consuming alcohol below the legal age limit.

If any patron of this establishment is found to violate any of the House Rules listed above, they may be barred from Mike’s Place & face further action by the Department of University Safety.

In compliance with the Ontario Human Rights Code, Mike’s Place is actively opposed to discrimination, racism, homophobia, transphobia and sexism. Any patron engaging in discrimination or harassment will be asked to leave immediately and may face further discipline from the Department of University Safety.

Mike’s Place appreciates your patronage & we will continue to be a model establishment for graduate students, other students, faculty, university staff and administration. We will continue to enhance your experience through quality products, exceptional service and a clean, friendly, comfortable atmosphere.

## GSA Accessible Customer Service Policy: Providing Goods and Services to People with Disabilities

GSA Carleton Inc (GSA) is committed to excellence in serving all customers including people with disabilities.

**Assistive devices**

The GSA will ensure that our staff are trained and familiar with various assistive devices we have on site that our members and patrons with disabilities may use by while accessing our goods or services.

**Communication**

The GSA will communicate with people with disabilities in ways that take into account their disability.

**Service animals**

The GSA welcomes people with disabilities and their service animals. Service animals are allowed on the parts of our premises that are open to the public.

**Support persons**

A person with a disability who is accompanied by a support person will be allowed to have that person accompany them on our premises.

* Fees or cover charges will not be charged for support persons

**Notice of temporary disruption**

In the event of a planned or unexpected disruption to services or facilities for customers with disabilities the GSAwill notify our members and patrons promptly. This clearly posted notice will include information about the reason for the disruption, its anticipated length of time, and a description of alternative facilities or services, if available.

The notice will be placed at Mike’s Place, the GSA Lounge, and the GSA website at gsacarleton.ca

**Training**

The GSA will provide training to employees, volunteers and others who deal with the public or other third parties on our behalf.

Individuals in the following positions will be trained:

GSA executives, GSA full time staff, GSA Part time staff including coordinators, GSA Office Administrators and Finance Administrators, Mike’s Place full and part time staff.

This training will be provided to staff within a month of being hired.

Training will include:

* An overview of the Accessibility for Ontarians with Disabilities Act, 2005 and the requirements of the customer service standard
* The GSA’s plan related to the customer service standard.
* How to interact and communicate with people with various types of disabilities
* How to interact with people with disabilities who use an assistive device or require the assistance of a service animal or a support person
* How to use the evac chair.
* What to do if a person with a disability is having difficulty in accessing theGSA’s goods and services.

Staff will also be trained when changes are made to your accessible customer service plan.

**Feedback process**

Customers who wish to provide feedback on the way the GSA provides goods and services to people with disabilities can email feedback@gsacarleton.ca

All feedback, including complaints, will be reviewed by a fulltime staff member, and brought to the attention of the executive committee.

Customers can expect to hear back within 14 business days

**Modifications to this or other policies**

Any policy ofthe GSA that does not respect and promote the dignity and independence of people with disabilities will be modified or removed.

Passed at the Board of Directors 2013.01.23

## GSA Carleton Inc. Health and Safety Policy

The management of GSA Carleton Inc. is vitally interested in the health and safety of its workers, members, volunteers, customers, and visitors. Protecting them from injury or occupational disease is a major continuing objective.

GSA Carleton Inc. will make every effort to provide a safe, healthy work environment. All employers, supervisors, and workers must be dedicated to the continuing objective of reducing risk of injury.

GSA Carleton Inc., as an employer, is ultimately responsible for worker health and safety. The Board of Directors commits to complying with its duties under the Act, such as taking every reasonable precaution for the protection of workers in the workplace.

Supervisors are responsible for the health and safety of workers under their supervision. Supervisors are subject to various duties in the workplace, including the duty to ensure that machinery and equipment are safe and that workers work in compliance with established safe work practices and procedures.

Every worker must protect their own health and safety by working in compliance with the law and with safe work practices and procedures established by the employer. Workers will receive information, training, and competent supervision in their specific work tasks to protect their health and safety.

It is in the best interest of all parties to consider health and safety in every activity. Commitment to health and safety must form an integral part of this organization, from the Board of Directors to the workers.

Passed at the Board of Directors 2017.04.26

1. Formerly known as the GSA-Beaver Foods Student-Parent Award. [↑](#footnote-ref-1)