



Graduate Students'  
Association  
600 University Centre  
Carleton University  
Ottawa, ON, K1S 5B6

613 520-6616 (tel)  
613 520-3680 (fax)

gsa@gsacarleton.ca  
gsacarleton.ca

**GSA Carleton Inc.**

# **Policy Manual**

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<b>Table of Contents</b>
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<b>Council Policies.....</b>	<b>3</b>
<b>Land Acknowledgement Policy .....</b>	<b>3</b>
<b>Agenda Notification Policy .....</b>	<b>4</b>
<b>Posting GSA Council Minutes to the GSA Website .....</b>	<b>5</b>
<b>Hiring Policy .....</b>	<b>6</b>
<b>Printing and Photocopying Policy.....</b>	<b>7</b>
<b>Graduate Board of Governors, Senate, and Graduate Faculty Board Representatives Reporting Policy .....</b>	<b>7</b>
<b>Selection of Graduate Students’ Association Nominee to the University Board of Governors .....</b>	<b>9</b>
<b>Executive Compensation Policy .....</b>	<b>10</b>
<b>GSA Policy on Speaking Rights at GSA Council .....</b>	<b>11</b>
<b>GSA Electoral Rules .....</b>	<b>12</b>
<b>Grants and Awards Policies .....</b>	<b>17</b>
<b>Emergency Dental Grant Policy .....</b>	<b>17</b>
<b>Grant Policy for Student Organizations .....</b>	<b>17</b>
<b>GSA Emergency Grant.....</b>	<b>20</b>
<b>Councillor Credit Policy .....</b>	<b>20</b>
<b>Travel Grant Policy.....</b>	<b>21</b>
<b>Family Leave Grant Policy.....</b>	<b>23</b>
<b>GSA Excellence Award in Graduate Teaching.....</b>	<b>25</b>
<b>GSA Full-time Student Academic Excellence Award .....</b>	<b>25</b>
<b>GSA Part-time Student Academic Excellence Award.....</b>	<b>28</b>
<b>GSA Honour Award .....</b>	<b>30</b>
<b>GSA Student-Parent Award.....</b>	<b>31</b>
<b>GSA International Student Award .....</b>	<b>32</b>
<b>Childcare Grant (Student-Parent or Guardian Participation in Extracurricular Academic Activities) .....</b>	<b>33</b>
<b>Domestic Student Award policy .....</b>	<b>35</b>
<b>Terms of Reference for GSA Committees.....</b>	<b>36</b>
<b>Accessibility Fund Committee.....</b>	<b>36</b>
<b>Graduate Academic Caucus (GAC) Terms of Reference .....</b>	<b>37</b>
<b>Graduate Residence Caucus (GRC) Terms of Reference .....</b>	<b>38</b>
<b>International Students Committee.....</b>	<b>46</b>
<b>Organizational Review Committee .....</b>	<b>47</b>
<b>Political Advocacy Committee .....</b>	<b>48</b>
<b>GSA Scholarship and Awards Committee .....</b>	<b>48</b>
<b>Sexual Assault Support Services Committee .....</b>	<b>49</b>
<b>Honorarium Position Terms of Reference .....</b>	<b>50</b>
<b>General Policy.....</b>	<b>50</b>
<b>Welcome Weeks Coordinators .....</b>	<b>51</b>
<b>Providing Honorarium to External Board Members.....</b>	<b>52</b>
<b>Honorarium for members of Senate, Graduate Faculty Board and Board of Governors .....</b>	<b>53</b>
<b>Council Chairperson .....</b>	<b>54</b>

Recording Secretary.....55  
 Graduate Recreational Softball League Policy .....56  
 Sexual and Gender-based Violence.....61  
 Appointment of Recording Secretary.....63  
 Safer Spaces .....66

**Council Policies**

**Land Acknowledgement Policy**

The GSA recognizes and acknowledges the unceded and unsurrendered status of these lands on which we live, work, and study, and actively and fully positions itself in solidarity with struggles for Algonquin nationhood. We recognize that we as students living and studying on unceded and unsurrendered Algonquin territory continue to benefit from the ongoing colonization of the Algonquin nation and its lands.

The GSA opposes further colonization of Algonquin communities and lands, and commits to engage in the long process of decolonization. The GSA supports substantive and active steps towards decolonization of these lands, especially locally.

We assert that decolonization and solidarity with the Algonquin nation is an ongoing and unending process that touches every aspect of how an organization like the GSA operates in the lands of the Algonquin nation. This work will never be complete, but is central to our operations as an organization that centres solidarity and social justice in its work.

It is the policy of the GSA that the following statement be read before all Council and Committee meetings. Such a statement is not an end in and of itself but rather represents a continuous and ongoing commitment to take substantive action;

*The GSA recognizes and acknowledges that the lands on which we live, work, and study belong to the Algonquin nation.*

*The Algonquin nation, whose territories comprise the entire Kichi Sibi (Ottawa River) watershed and include the city of Ottawa, never ceded or surrendered its territories to Canada. The Canadian state laid claim to these territories through violent systems of colonization that resulted and continue to result in the dispossession, marginalization, and impoverishment of Algonquin people and the overexploitation of land and waters within their territory.*

*The GSA commits to fully supporting Algonquin struggles and Algonquin assertions of self-determination and nationhood. We are not innocent in the ongoing colonization of these lands and we resolve to challenge the presence of colonialism in our words, actions, and communities. We extend our ongoing solidarity to the Algonquin nation with our words, actions, time, skills, and resources.*

**Passed at Council 2016.08.23**

## **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 fullscale 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:

- 3.1. Submit a report to GSA Council for every Council meeting, including summer meetings.
- 3.2. 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 ByLaws 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 Executive compensation be decided by the appropriate GSA governing body (Board of Directors) as a way of enhancing accountability at the GSA and adopting best practices.
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 2022.04.29 Amended 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 fulltime 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 nonmembers 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 scrutineer 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 themselves 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 than 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 (known in this policy as applicant groups) eligible for funding are:

- 1.1 Graduate Departmental Societies registered with the GSA.
- 1.2 Groups of graduate students associated for a specific purpose.
- 1.3 Carleton Student Clubs and Societies

## **2 General**

- 2.1 Applicant groups must describe how their event or programming will benefit graduate students.
- 2.2 All applications for grants must be in accordance with all policies, By-Laws, and the Constitution of the GSA.
- 2.3 The GSA reserves the right to refuse any application, and retains sole discretion to determine approved funding amounts.
- 2.4 Nothing in this policy prevents the GSA from funding events, programming, activities, collaborations, sponsorships etc. at its own initiative or discretion.
- 2.5 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.
- 2.6 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.
- 2.7 The GSA will not consider alcohol an eligible expense to receive funding.
- 2.8 Funding cannot be used to cover more than the costs involved in a proposed project.
- 2.9 The GSA encourages that all events and programming be open and inclusive to all students.

## **3 Applications**

- 3.1 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.
- 3.2 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.
- 3.3 Grants operate on a reimbursement basis.
- 3.4 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.
- 3.5 Where circumstances warrant, the GSA may prepay expenses to suppliers and service providers on behalf of the applicant group in advance.

## **4 Advertisement and Credit to the GSA**

- 4.1 Applicant groups must advertise their event or programming with credit given to the Graduate Students' Association.
- 4.2 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.
- 4.3 The application will include a description of how the applicant group will advertise to grad students specifically.

## **5 Approval and Deadline**

- 5.1 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.
- 5.2 Grants will cease to be awarded when the budgeted maximum for these grants has been dispersed.
- 5.3 The deadline for applications is April 15 of the GSA fiscal year in which the event or program occurred.

## **6 Appeals**

- 6.1 An applicant group may appeal a decision regarding their grant to the GSA Carleton Inc. Board of Directors.
- 6.2 By a majority vote, the GSA Board of Directors will decide any appeal of a grant decision.
- 6.3 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:
  - 4.1. Identification information, including proof of status as a graduate student;
  - 4.2. Estimated expenses for the semester;
  - 4.3. Estimated revenue for the semester;
  - 4.4. 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 VicePresident 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 30<sup>th</sup>). Only funds paid out during the fiscal year will be recorded as expenses in that year. Both the VicePresident 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.

### **1. 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.

### **2. 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.

**3. The following is required of all applicants:**

- 3.1. Completed Travel Grant Application Form which includes a breakdown of
- 3.2. Expenses and sources of funding;
- 3.3. 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);
- 3.4. Copy of the airline/train/car/bus (etc.) ticket or conference fee receipt proving that the student participated;
- 3.5. Copy of the letter from Faculty of Graduate and Postdoctoral Affairs stating how much funding they did (or did not) provide;
- 3.6. 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.

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

- 4.1. That at the time of admittance to the conference and application for a Travel Grant, they were registered as grad students; or
- 4.2. 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.
- 4.3. That these special grants will be reviewed and accepted by at least three members of the Executive on a case-by-case basis.
- 4.4. 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 1. The Award**

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

## **2. Eligibility**

- 2.1. 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.

## **3. Selection Procedure**

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

## **4. Nomination Procedure**

- 4.1. 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.
- 4.2. Nominations and supporting documentation shall be accepted by the GSA at any time throughout the year.
- 4.3. Nominations must include:
  - 4.3.1. a completed application form; and
  - 4.3.2. 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.
- 4.4. 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.

## **1. The Scholarship**

- 1.1. The scholarship amount is \$1000;
- 1.2. The Scholarship is normally awarded in the Fall Term.

## **2. Eligibility**

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

## **3. Selection Procedure**

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

## **4. Application Procedure**

- 4.1. Applicants must submit the following:
  - 4.1.1. A completed application form.
  - 4.1.2. A 1-2 page cover letter that outlines reasons for eligibility, and should emphasize academic excellence and financial need.
  - 4.1.3. 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.
  - 4.1.4. Carleton Record of Transcripts (a photocopy is acceptable).
  - 4.1.5. 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 1. The Scholarship**

- 1.1. The scholarship amount is \$500.
- 1.2. The Scholarship is normally awarded in February.

## **2. Eligibility**

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

## **3. Selection Procedure**

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

## **4. Application Procedure**

Applicants must submit the following:

- 4.1. A completed application form.
- 4.2. 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.
- 4.3. 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.

4.4. Carleton Record of Transcripts (photocopy is acceptable).

4.5. 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**

#### **1. The award shall:**

- 1.1. be open to all members of the GSA (except as noted below);
- 1.2. consist of a plaque, framed certificate, or a donation of equivalent value to an organization of the recipient's choice;
- 1.3. be administered every April;
- 1.4. not be open to members of the selection committee;
- 1.5. not be open to members of the current Executive of the GSA;
- 1.6. be awarded to a maximum of four (4) per year;
- 1.7. not be awarded to a graduate student more than once in their graduate career.

#### **2. The recipient will have:**

- 2.1. 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);
- 2.2. maintained good academic standing.

#### **3. Selection Committee**

- 3.1. The committee charged with administering the award is the GSA Scholarship and Awards Committee.

#### **4. Nomination Procedure**

- 4.1. 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<sup>1</sup> 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 1. The Award**

- 1.1. Two awards will be given out per year (normally in the fall term).
- 1.2. The value of each award is \$500.

## **2. Eligibility**

- 2.1. Applicants must be members of the GSA.
- 2.2. Applicants must demonstrate financial need.
- 2.3. Applicants must be in good academic standing, as defined by the Graduate calendar.

## **3. Selection Procedure**

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

## **4. Application Procedure**

Applicants must submit:

- 4.1. a completed application form;
- 4.2. 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.
- 4.3. 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**

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<sup>1</sup> Formerly known as the GSA-Beaver Foods Student-Parent Award.

# **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 1. The Award**

- 1.1. Two awards will be given out each year in the Winter term.
- 1.2. The value of each award is \$500.

## **2. Eligibility**

- 2.1. Applicants must be members of the GSA.
- 2.2. Applicants must demonstrate financial need.
- 2.3. Applicants must have completed at least one term of graduate study at Carleton University.
- 2.4. Applicants must be in good academic standing, as defined by the Graduate calendar.

## **3. Selection Procedure**

- 3.1. The committee charged with administering the award is the GSA Awards and Scholarships Committee.
- 3.2. The anonymity of the applicants will be preserved during the selection process when the Awards and Scholarships committee makes its decision.
- 3.3. Applications will be processed with strict confidentiality.

## **4. Application procedures**

Applicants must submit:

- 4.1. A completed application form;
- 4.2. 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.
- 4.3. Two references from professors.
- 4.4. A one-page budget that clearly outlines the candidate's income and expenses for the academic year.
- 4.5. 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**

## **Domestic Student Award policy**

### *Preamble*

The Purpose of this policy is to recognize that the recent changes to the OSAP funding of domestic students has brought a decrease in the funding. Also, a major part of OSAP grants is converted to OSAP loans, and the grace period of 6 months for OSAP loan after graduation is reduced. This new Domestic Student Award policy come into effect beginning Fall 2021, following the approval of the 2022 Fiscal Year Budget.

### **Terms of Reference**

#### **1. The Award**

1.1. Three awards will be given each term, to be determined by the second month of the term.

1.2. The value of each award is \$750.

#### **2. Eligibility**

2.1. Applicants must be members of the GSA.

2.2. Applicants shall not have any external and internal funding including RA and TA.

2.3. Applicants must have completed at least two terms of graduate study at Carleton University.

2.4. Applicants must be in good academic standing, as defined by the Graduate calendar.

2.5 Applicants must be a permanent resident or citizen of Canada.

#### **3. Selection Procedure**

3.1. The committee charged with administering the award is the GSA Awards and Scholarships Committee.

3.2. The anonymity of the applicants will be preserved during the selection process when the Awards and Scholarships committee makes its decision.

3.3. Applications will be processed with strict confidentiality.

#### **4. Application procedures**

Applicants must submit:

4.1. A completed application form.

4.2. One reference from professors or graduate administrators confirming that the student does not have any external or internal funding.

4.3. Applicants must be able to show proof of OSAP loan for the term.

4.4. An academic transcript from Carleton University (photocopies are acceptable).

**Passed at Council 07.06.2021**

# 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?*

### **1. 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:

- 1.1. 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;
- 1.2. to fund projects which will improve the accessibility of facilities at Carleton University used by graduate students.

### **2. Committee Representation**

A. The Accessibility Fund Committee shall consist of the following representatives:

- 2.1. GSA executive member (chair)
- 2.2. GSA external director
- 2.3. GSA executive coordinator (non-voting)
- 2.4. GSA council representatives (2)

B. Quorum for the committee will be three members provided the Chair is present.

### **3. 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.

### **4. Funding Approval**

- 4.1. 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.
- 4.2. 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 VicePresident 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 VicePresident 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 5<sup>th</sup> and 6<sup>th</sup> 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 nondiscrimination;

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 RRRRA 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 VicePresident 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

- 1.1. A member of the Executive shall act as Chair of the committee;
- 1.2. One full-time GSA staff member (non-voting);

#### 2. Meetings

- 2.1. 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.

## **1. Membership**

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

## **2. Meetings**

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

## **3. Mandate**

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

- 3.1. reviewing and/or clarifying constitutional articles, by-laws, policies, or terms of reference referred to it by Council.
- 3.2. reviewing constitutional articles, by-laws, policies, or terms of reference deemed in need of review by the committee Chair or any of its members.
- 3.3. developing and introducing to Council new constitutional articles, by-laws, policies, or terms of reference.
- 3.4. serves as an unbiased committee to address concerns about executives not fulfilling their mandated role, in the event that an executive requires internal review, concerns brought to the committee will be shared with the appropriate individuals to take the necessary action to remedy the situation.
  - 3.4.1. should an employee of the GSA wish to speak with the Organizational review committee about concerns with executives, the employee can request that no executives are present at the meeting to maintain anonymity and ensure no unjust treatment is brought on the employee
- 3.5. review executive roles periodically to ensure that duties are shared equitably and that the roles themselves are reflexive to the current requirements of the student body.

**Passed at Council 2022.04.29 Amended 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

1.1. The voting membership of the Political Advocacy Committee (PAC) shall be the VicePresident 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.

1.2. The Vice-President External (or designate) shall serve as chair of the PAC meetings.

#### 2. Meetings

2.1. The PAC shall meet at least once during the fall and winter semesters, and at least once during the summer term.

2.2. Additional meetings may be called at the discretion of the chair or 2 other voting members.

2.3. 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:

3.1. Researching and advocating around political and academic issues concerning graduate students and access to post-secondary education at Carleton and more generally.

3.2. Working to help to educate and involve the graduate student population on both ongoing and current political and academic issues.

3.3. The PAC shall provide recommendations for action on political issues to the GSA council.

3.4. 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

1.1. 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.

1.2. The Vice-President Finance, or their designate, shall serve as chair of SAC meetings.

2. Meetings

2.1. The SAC will meet within three weeks after the deadline of a scholarship to be awarded by the GSA.

2.2. The SAC will meet at least once on a yearly basis to review the guidelines and operating functions of the Scholarship and Awards Committee.

2.3. 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:

3.1. Disburse all GSA scholarships in an impartial and fair manner.

3.2. 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**

## **Providing Honorarium to External Board Members**

### *Preamble*

The Purpose of this policy is to recognize that members of the Carleton Graduate Community donate their time and resources to be members of the Board of Directors. Also, having four (4) Carleton Graduate Community members sit as External Directors on the Board of Directors is vital for the functioning of the GSA; therefore, members of the Carleton Graduate Community should be rewarded for their

contribution to the functioning and operation of the GSA.

### *Policy*

The four (4) appointed External Directors serving on the Board of Directors receive an honorarium of \$200 per year, paid out at the end of their term, as long as they have attended seventy percent (70%) of the Board of Directors meetings.

**Passed at 28.06.2021**

## **Honorarium for members of Senate, Graduate Faculty Board and Board of Governors**

### *Preamble*

This policy is designed to ensure that the representatives serving on the Senate, the Graduate Faculty Board, or the Board of Governors receive an increased annual honorarium of two hundred dollars (\$200).

### *Policy*

In order to; collect said honorarium, Senate, Graduate Faculty Board and Board of Governors' representatives are required to:

- a) Submit a report to GSA Council for every Council meeting, including summer meetings
- b) Attend at least two (2) GSA Council meetings per term
- c) The representatives serving on the Senate, the Graduate Faculty Board, or the Board of Governors receive an honorarium of two hundred dollars (\$200) per year when they meet the above outlined conditions.
- d) This policy will come into effect on July 1st, 2021.

**Amended at Council 28.06.2021**

### **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 or 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 CoCommissioners. 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, transidentified 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**

## **Sexual and Gender-based Violence**

### *Preamble:*

The Carleton Graduate Students' Association is committed to ending sexual and gender-based violence in all its forms. Therefore, this policy reflects a two-pronged approach to ending sexual and gender-based violence on campus, with a focus both on addressing specific cases of sexual violence as they arise and on building a campus culture of consent. This policy makes clear this commitment to addressing sexual violence and rape culture through survivor support, awareness,

education, training, and prevention programs, the appropriate handling of reports or complaints of sexual and gender-based violence incidents, and to fostering and promoting a culture of consent.

*Policy*

- a. The GSA commits to a zero-tolerance policy for sexual and gender-based violence, including assault, harassment, and stalking.
- b. The GSA commits to maintaining the Sexual Assault Outreach program at least one (1) Sexual Assault Outreach Coordinator per year to implement education, outreach, and programming dedicated to building a healthy consent culture on campus.
- c. The GSA commits to respecting the difference between a disclosure of sexual or gender-based violence, and a formal complaint.
- d. The GSA commits to maintaining the confidentiality of the survivor, unless legally prohibited from doing so, in which case the survivor will be made aware of the need to break confidentiality.
- e. The GSA commits to working with survivors on a case-by-case basis to determine the kinds of support the GSA is able to provide, including, but not limited to, the completion of a safety plan; protection from face-to-face encounters with the perpetrator in GSA spaces and at GSA events; support in navigating the University sexual violence policy and reporting mechanisms; and informal and/or restorative justice alternatives.
- f. The GSA commits to offering sexual and gender-based violence training for staff and executives at the GSA.
- g. The GSA commits to a policy of harm reduction, which includes supporting survivors of sexual and gender-based violence regardless of their use of alcohol or other drugs.
- h. The GSA commits to advocate that Carleton University create an intersectional, comprehensive, survivor-centric institutional policy on sexual and gender-based violence.
- i. The GSA commits to advocate that Carleton University thoroughly consults students, including the Carleton GSA and its membership, when any changes are being made regarding University policy on sexual violence.
- j. The GSA commits to advocate that Carleton University specifically consult with groups who are disproportionately affected by sexual and gender-based violence when making decisions on sexual and gender-based violence policies.
- k. The GSA commits to advocate that Carleton University provides sufficient funding to improve support services across campus.
- l. The GSA commits to advocate that Carleton University respect the difference between a disclosure of sexual violence and a formal complaint.
- m. The GSA commits to advocate that Carleton University provide access to support services to students, regardless of whether or not the survivor chooses to report.
- n. The GSA commits to advocate that Carleton University provide academic and housing accommodation to students regardless of whether or not the survivor chooses to report.
- o. The GSA commits to review this policy on an ongoing basis, and to update it as necessary with the consent of Council.

**Passed at Council 2018.08.01**

## **Appointment of Recording Secretary**

### *Preamble:*

The Carleton Graduate Students' Association (GSA) is committed to being transparent and accountable on substantive issues concerning the membership. This policy reflects an approach to ensure minutes kept at meetings of Council (including standing and ad-hoc committees of Council) have sufficient detail to inform the membership of important issues and discussions that have taken place.

### *Policy*

## **Appointment of Recording Secretary**

1. A Recording Secretary will be appointed to record Council Meeting minutes.
2. The Recording Secretary is required to submit complete and accurate Council Meeting minutes to the Vice-President Operations within two (2) business days of the Council Meeting.
3. The job of Recording Secretary will be given to a member of the GSA.
4. The GSA is to create a job posting on its website to find a suitable candidate; standard GSA job posting, interview, and selection process will apply to this appointment.
5. At the first Council Meeting of the academic year, Council is to approve the appointment of the GSA's Recording Secretary for that academic year.
6. The GSA is to make every effort to ensure that the Recording Secretary is and remains a neutral observer.
  - a. In the event that the Recording Secretary is unable to attend a Council Meeting, the Vice-President Operations may appoint an alternative for that meeting. Remuneration for this position is set at \$75.00 per Council Meeting.

### **Components of Minutes**

The Minutes for Meetings of Council should include:

1. A written version of the GSA Land Acknowledgement.
2. An attendance list including:
  - a. individuals present with voting privileges at any meeting of Council including:
    - i. Councilors' name and either the departmental society or the department they are representing (e.g., "J. Doe, Councilor for the Department of Sociology and Anthropology;" "J. Doe, Councilor for the Graduate Legal Studies Association," etc.).
    - ii. The name of voting members of the Executive in attendance and their position (e.g., "J. Doe, President;" "J. Doe, Vice-President Operations", etc.).
  - b. individuals present without voting privileges at the meeting should be detailed after those with voting powers including:
    - i. Members of the GSA and their departmental affiliation (e.g., "J. Doe, Civil Engineering;" "J. Doe, Political Science")
    - ii. Non-voting members of GSA staff should be listed if in attendance for transparency with the membership along with their job title (e.g., "J. Doe, Director of Communications, New Media, and IT"; "J. Doe, Membership Coordinator," etc.).
    - iii. Guests at Council for various reasons including presentations from external bodies (e.g., J. Doe, CUSA; J. Doe, Board of Governors, etc.)
3. Detailed written reports of the GSA Executive.
  - a. Members of the GSA Executive can provide oral reports, but they must be written and detailed into the minutes for the purposes of transparency to the membership within the timeframe outlined in section XX of this policy.
  - b. If a member of the Executive has no report for Council, the minutes should state "Nothing to report" for clarity that no report was given orally.



4. Detailed reports of other bodies reporting to Council (i.e., Graduate Residence Caucus, CUSA, Senate, Board of Governors, Departments, etc.).
  - a. If bodies outside the Executive have no report, they can be removed from the minutes in the name of brevity.
5. Detailed summary of discussions, including:
  - a. A summary of raised questions, as well as the title/affiliation of members asking questions.
  - b. A summary of pertinent answers, including the title/affiliation of the member(s) answering questions.”
6. A detailed list of tasks for GSA Council Members, Executives, Staff, and others (such as BOG representatives, etc.) to follow up with or complete ahead of the next meeting of Council. This may include but is not limited to:
  - a. Council Members following up with their individual departments.
  - b. Executives looking into a question or issue presented at Council.
  - c. Requested clarification on procedure requiring research.
7. If a member of Council wishes for their question, answer, or general discussion to be recorded anonymously their name can be struck from the minutes upon request. However, the individual’s role/title to the organization (e.g., VP External, Councilor for Mechanical and Aerospace Engineering, General Member, etc.) shall stand to clarify the conversation for the membership.
  - a. Pursuant to Robert’s Rules, individuals can ask Council for an in-camera session where no recording of in camera portion of the Meeting of Council would be disseminated to the membership.
  - b. If a member of Council wishes to be recorded anonymously, they are to inform the Vice President Operations or Recording Secretary within 24 hours of the end of the meeting and specify if it is for the entire meeting or only specific comments.

#### Distribution of Minutes

8. Council meeting minutes (including standing and ad-hoc committee of Council) are to be made available to membership upon request within two business days of the meeting. If Council has yet to approve minutes this must be explicitly stated when sharing minutes with membership.
9. Council meeting minutes (including standing and ad-hoc committee of Council) are to be uploaded to the GSA’s website within two (2) business days of their approval by Council as well as distributed via email when requested by membership.
10. As per section 6.19 of the GSA Constitution, Council is to be provided to Council Members a minimum of seven (7) days in advance of a Council Meeting.
11. Meeting Minutes are to be free and easily accessible to all members.
12. The GSA commits to review this policy on an ongoing basis, and to update it as necessary with the consent of Council.

**Passed at Council 2021.10.03**

**Amended at Council 2021.10.03**

## **Safer Spaces**

### *Preamble:*

The Purpose of this policy is to ensure that the Carleton Graduate Students' Association (GSA) continues to develop safer spaces protocol for its meetings and events. Although it is never possible to ensure a space is fully space for all those present, the GSA is responsible for continually revising its protocols in order to attend to concerns of all members and staff. As a result, this policy takes a harm reduction approach to ensuring GSA meetings are safer spaces.

### *Policy*

The GSA commits to the following series of safer spaces meeting guidelines:

1. All attendees will engage in meetings and events with respect for others' emotional, physical, and psychological boundaries. This respect for boundaries includes not pressuring or coercing anyone to disclose their experiences in order to be taken seriously at a meeting.
2. All attendees will respect the names and pronouns of others in the space.
3. Attendees will not assume or make judgments on anyone's gender identity, sexual preference, survivor status, health status, economic status, religion, background, beliefs, opinions, etc. Further, attendees are not responsible for disclosing any of this information at any meeting or event if they do not wish to do so.

When discussions arise at a GSA meeting or event that may inadvertently put attendees at risk of harm (for example, discussions of racism and racial violence, sexual and gender-based violence, ableism, etc.), the GSA Executive and staff are responsible for providing support resources to all meeting attendees. This responsibility includes:

1. Creating space for attendees to debrief after a meeting (with or without Executive and/or staff presence)
2. Connecting meeting attendees to support resources on- and off-campus
3. Respecting Council's decision to table a discussion that is actively causing harm until there is a consensus on how to move forward in a safer way
4. Informing attendees as early as possible when meetings or events may include discussions known to cause harm, including discussions of all forms of oppression.

**Passed at Council 2021.10.03**