



Graduate Students' Association Carleton University

By-Laws

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By-Law #1 Finances

Section 1

All GSA funds shall be kept in recognized and insured Canadian financial institutions. The principal operating account of the GSA shall be held at an institution within a reasonable distance of the Carleton University Campus.

Section 2

Disbursements from GSA finances shall be made by cheque.

Section 3

- a) "GSA grants" shall refer to all funds distributed by the GSA under established grant programs.
- b) Applications for GSA grants shall be made in writing and addressed to the Vice-President Finance.
- c) A financial statement or budget shall accompany all applications for GSA grants.
- d) Application for GSA grants shall be accepted until GSA finances allocated for this purpose have been expended.

Section 4

The fiscal year for the GSA shall be from May 1 of one year to April 30 of the following calendar year.

Section 5

Requests for non-budgeted funds shall be made in writing to be presented at the next meeting of the Board of Directors.

Section 6

When the Executive must authorize funding in budgeted areas, the only restriction on release of budgeted funds is that two of the Executive must approve the allocation.

Section 7

Where insufficient funds exist in an area of the budget, a new request for funds shall be made and addressed as a non-budgeted item to the Board of Directors. The Vice-President Finance and/or the Board of Directors will endeavor to inform Council of any non-budgeted spending.

Section 8

The Executive shall be empowered to approve requests for non-budgeted funds to the limit of \$2000. The Executive shall bring any action in this regard to the attention of the Board of Directors at the next meeting of the Board of Directors.

Section 9

Executive approval of requests for non-budgeted funds shall not exceed \$4000 per fiscal year.

By-Law #2 Committee Chairs

Section 1

Chairs of standing and ad hoc committees of Council shall:

- a) be appointed by Council.
- b) inform the Executive and Council of the date, time, and location of all standing committee meetings.
- c) ensure the agendas and minutes of all meetings are written and filed in the GSA office.
- d) supervise the actions of the committee, and co-ordinate the committee's activities with the Executive (e.g. research needs, etc.).
- e) regularly report committee proceedings at Council meetings upon Council request or on completion of work.
- f) be accountable to the Executive and Council.
- g) Chairpersons of committees shall be empowered to enlist members of the GSA.

By-Law #3 Staff Positions

Section 1: Non-Unionized Staff

- a) The Executive and the Board of Directors shall determine the GSA's requirements and create such positions as are deemed necessary and report any such decisions to Council.
- b) Staff positions shall be open to GSA members and others, and be salaried, to be determined, in negotiation, by the Executive with the consent of the Board of Directors.
- c) Terms of reference and job descriptions shall be prepared by the Executive with the approval of the Board of Directors.
- d) Salaried staff, who are considered management, shall have a written contract signed by the President and either the Vice-President Finance or the Vice-President Operations.

Section 2: Unionized Staff

- a) The Executive and the Board of Directors shall determine the GSA's requirements and create such positions as deemed necessary in accordance with the Collective Agreement, where applicable. Any such decisions shall be reported to Council.

By-Law #4 Duties Of The Executive

Section 1: President

- a) The President shall be the Chief Executive Officer of the GSA.
- b) The President shall represent the GSA at official university functions on the Carleton University campus.
- c) The President shall appoint, with the advice and consent of Council, a Council chairperson.
- d) The President shall act as one of the five signing officers for the GSA.
- e) The President may act on their own authority, after consulting and obtaining consent from at least two other Executive members, if the Executive or Council cannot be called together in time for needed action, provided the president reports to Council at the next meeting for ratification of any action taken.
- f) The President shall serve as ex-officio member of all standing committees and ad hoc committees established by Council.
 - i. The President shall serve as an ex-officio representative of the GSA on the Senate of Carleton University.
 - ii. The President holds an ex-officio seat on the Graduate Faculty Board.
- g) The President shall share with the Vice-President External the responsibility of overseeing the production of all publications, including, but not limited to, the GSA web site, Student Handbook and Agenda.

Section 2: Vice-President Finance

- a) The Vice-President Finance shall be responsible for all monies of the GSA and shall be immediately responsible to the Board of Directors.
- b) The Vice-President Finance shall be responsible for receiving all monies payable to the GSA and for ensuring that such monies are deposited with the financial institution(s) named by the Board of Directors for this purpose.
- c) The Vice-President Finance shall oversee the maintenance of complete records of the financial transactions of the GSA and shall report at Council and Executive meetings, upon request, the financial position of the GSA.
- d) The Vice-President Finance shall prepare a budget as outlined in Article 7.2.2 of the Constitution, and shall normally prepare, prior to the last meeting of the retiring Council, a report on the financial status of the GSA.
- e) The Vice-President Finance shall act as one of the five signing officers of the GSA.
- f) The Vice-President Finance shall oversee the administration of all programmes which directly distribute monies allocated by Council, and shall oversee all business operations conducted by GSA Carleton Inc. including, but not limited to, those mentioned in Bylaw #9.
- g) The Vice-President Finance shall act as the financial advisor for the GSA.
- h) The Vice-President Finance shall become familiar with the university's budget and fiscal policy so as to be able to advise the Executive and Council on issues related to the topic. The Vice-President Finance shall provide a critique of the budget to the Executive and the graduate student representative on the Board of Governors of Carleton University so that policies affecting graduate students can be altered.
- i) The Vice-President Finance shall normally have primary responsibility for Staff Relations.
- j) The Vice-President Finance shall have primary responsibility for hiring of Mike's Place staff.
- k) The Vice-President Finance shall have primary responsibility for administering grant applications.

Section 3: Vice-President Operations

- a) The Vice-President Operations shall administer, in an efficient manner, the operations of the GSA and its corporate existence as GSA Carleton Inc.
- b) The Vice-President Operations shall ensure the efficient operation, in accordance with the Constitution and these By-laws, of Council in consultation with the other members of the Executive.
- c) The Vice-President Operations shall ensure that the necessary resources are available to the Chief Electoral Officer(s).
- d) The Vice-President Operations shall be responsible for ensuring that minutes of all Council meetings are prepared, distributed and filed in a timely fashion.
- e) The Vice-President Operations shall be responsible for the duties of the President in the absence of the President, including succeeding to the presidency should the President be unable to complete their term of office.
- f) The Vice-President Operations shall ensure proper records are kept of the information reported to the GSA from committees external to the GSA.
- g) The Vice-President Operations shall, with the Vice President External, coordinate Grad Welcome Weeks.
- h) The Vice-President Operations shall be responsible for matters concerning graduate student housing.
- i) The Vice-President Operations shall act as one of the five signing officers of the GSA.
- j) The Vice-President Operations shall have primary responsibility for the hiring of staff except for Mike's Place.

Section 4: Vice-President External

- a) The Vice-President External generally shall be responsible for matters external to the GSA.
- b) The Vice-President External shall be responsible for maintaining communication with groups external to Carleton University, including local governmental bodies, local resident associations and national/provincial student associations of which the GSA is a member.
- c) The Vice-President External shall maintain a liaison with student associations and other organizations on campus, including Service Centres.
- d) The Vice-President External shall normally be responsible for coordinating the representation of International graduate students.
- e) The Vice-President External shall be responsible for the GSA's media relations.
- f) The Vice-President External shall, with the Vice President Operations, coordinate Grad Welcome Weeks.
- g) The Vice-President External shall act as one of the five signing officers of the GSA.
- h) The Vice-President External shall share with the President the responsibility of overseeing the production of all publications, including, but not limited to, the GSA web site, Student Handbook and Agenda.

Section 5: Vice-President Academic

- a) The Vice-President Academic shall ensure that departmental representatives on the Graduate Academic Caucus are duly elected in each department.
- b) The Vice-President Academic shall supervise the coordination of the activities of the Graduate Academic Caucus representatives, linking them to the GSA Executive and Council, and the Graduate Faculty Board of Carleton University.
- c) The Vice-President Academic shall chair the Graduate Academic Caucus.
- d) The Vice-President Academic shall provide reasonable aid within the ability of the

Association, at minimum referring students to services on campus, for individual graduate students who have problems with the university or departmental administrations.

e) The Vice-President Academic holds an ex-officio seat on the Graduate Faculty Board.

f) The Vice-President Academic holds an ex-officio seat on the Senate of Carleton University.

g) The Vice-President Academic shall act as one of the five signing authorities of the GSA.

By-Law #5 Standing Committees Of Council

Section 1

Council may establish standing committees for any purpose at any time they may be deemed necessary.

Section 2

The first order of business of any newly-established standing committee shall be the creation of terms of reference to be ratified by Council.

Section 3

Standing committees shall be chaired by a member of the Executive or a departmental representative on Council.

Section 4

Standing committees should include, but are not limited to, areas in which the GSA holds representation on the governing bodies of Carleton University.

Section 5

Chairs shall perform duties as outlined in the relevant sections of By-Law 2.

By-Law #6 Ad Hoc Committees Of Council

Section 1

Council may form ad hoc committees at any time they may be deemed necessary. At that time Council shall announce the duration and tasks for the committee.

Section 2

Ad hoc committees shall be subject to regulations in By-Law #5 concerning standing committees of Council.

Section 3

After the report of the ad hoc committee has been accepted by Council the committee shall be deemed to be dissolved unless Council rules otherwise.

By-Law #7 Executive Meetings

Section 1

Meetings of the Executive shall adopt those sections of Robert's Rules of Order which do not conflict with the Constitution and By-Laws.

Section 2

Members of the Executive shall serve as chairperson on a rotating basis and interpret the rules of order.

Section 3

A quorum at Executive meetings shall be three of the five Executive officers.

Section 4

Notification of Executive meetings shall entail direct communication with each of the Executive officers.

By-Law #8 Representation On University Bodies

Section 1

Individuals representing the GSA on the governing bodies of Carleton University shall:

- a) present regular reports to Council.
- b) present end-of-term reports to Council.
- c) attend university governing body and Council meetings regularly.
- d) use discretion and represent the GSA as they see fit on all matters of normal business. They shall be obliged to present Council views as the official position of the GSA.
- e) be guided in their participation and discussions in these bodies by relevant Council motions and policies.
- f) consult the Executive on matters of importance and keep the Executive fully informed on their activity, particularly on matters of graduate student representation and financial matters.

Section 2

The Executive shall have responsibility for serving or appointing designates to all university committees where the GSA is represented.

By-Law #9 Associated Or Operated Organizations

Section 1

- a) The GSA operates a student pub, hereinafter entitled Mike's Place.
- b) The Hospitality and Operations Manager of Mike's Place shall be responsible to the Board of Directors, shall report to the Executive, and shall be available for reporting directly to Council when it deems their presence as necessary.
- c) Should the Hospitality and Operations Manager of Mike's Place be unable to fulfill their contract, the position will be opened for competition in accordance with Bylaw #3.

Section 2

- a) The Graduate Residence Caucus (GRC) of the GSA shall be a Permanent Committee of the GSA, not covered by the sections of the Constitution and By-Laws governing Standing and Ad Hoc Committees of Council.
- b) The GRC shall disburse the activity fees collected by the GSA from graduate students living in Leeds House, the campus graduate residence. These are separate from regular fees paid by all members of the GSA.
- c) The GSA shall administer the monies of the GRC, and shall disburse them at the GRC's request in a timely manner, subject to the Constitution and By-Laws of the GSA, and the laws of Canada, the province of Ontario and the City of Ottawa.
- d) The GSA may charge the GRC fair and reasonable administration and accounting charges for maintaining the books of the GRC.

Section 3

- a) The GSA operates a student lounge, hereinafter entitled the Grad Lounge.
- b) The Vice-President Operations shall be responsible for the operation of this lounge.
- c) The Grad Office will be staffed as necessary following the GSA's hiring policy.

By-Law #10 Elections, By-Elections And Referenda

Section 1: Positions

GSA By-Law 10 sets the rules and regulations for the election of the following positions:

- a) President
- b) Vice-President Operations
- c) Vice-President External
- d) Vice-President Finance
- e) Vice-President Academic
- f) Graduate representatives to the Senate will normally consist of at least one doctoral student, at least one graduate student from either the Faculty of Arts and Social Sciences, the Faculty of Business, or from the Faculty of Public Affairs, and at least one graduate student from either the Faculty of Engineering and Design or from the Faculty of Science.
- g) Graduate representatives to the Graduate Faculty Board will normally consist of at least two doctoral students and at least three master's students, and at least four of whom shall be registered full-time.

Section 2: GSA Electoral Board

- a) The GSA Electoral Board shall consist of two representatives from Council (who shall be elected by Council), the Executive Coordinator, one executive member and one external director from the Board of Directors.
- b) The GSA Electoral Board shall have the authority to hire CEOs, approve electoral rules established by the CEOs which are not already defined in the GSA Constitution and By-Laws, and address candidate or campaign committee grievances, as per Section 6 of By-Law 10.
- c) The GSA Electoral Board shall have the authority to establish the nomination period, the campaign period, and the deadline for any appeals.
- d) In the case of an election or by-election, none of the members of the GSA Electoral Board shall be eligible to run for a position to be elected in the election for which they will be selecting CEOs. In the case of a referendum, none of the members of the GSA Electoral Board shall be eligible to serve on a campaign committee for the referendum for which they will be selecting CEOs.

Section 3: Responsibilities of the CEOs

- a) The Chief Electoral Officers shall be given the authority to call for nominations, receive nomination forms, announce candidates and campaign committees, limit campaign expenditures, publicize the election, announce the results and to undertake any other duties required to carry out the election, by-election and/or referenda in accordance with the GSA Constitution and By-Laws.
- b) CEOs shall have the authority to determine campaign and election rules which are not established in the GSA Constitution or By-Laws. These rules are subject to the approval of the GSA Electoral Board and shall be made available to all candidates.
- c) CEOs are responsible for informing the Clerk of the Senate of Carleton University of the name of the President-Elect and the Vice-President Academic-Elect of the GSA and the names of the graduate students elected to sit on Senate.

Section 4: General Elections and By-Elections

- a) GSA General Elections should normally occur, annually, on two consecutive days in March as determined by a motion passed at GSA Council.

- b) GSA By-Elections should normally occur on two consecutive days. At least two weeks public notice shall be given for any by-election to be conducted.
- c) Elections shall be by a simple majority of those members of the GSA voting.
- d) In the case of ties in an election, by-election or referendum a by-election shall be held on one day no later than seven days following the initial election, by-election or referendum. This by-election shall be repeated until the tie(s) is(are) broken.
- e) In the event of an empty ballot for the Senate seat allocated for a doctoral representative, a representative from the Faculty of Social Sciences, the Faculty of Business or the Faculty of Public Affairs, or a representative from the Faculty of Science or the Faculty of Engineering and Design, a candidate(s) that does not meet the criteria but receives the next highest number of votes may assume the seat.

Section 5: Nominations

- a) Nominations shall include the name and signature of the candidate, nominator, seconder and ten other members of the GSA.
- b) Nominations, registered on approved nomination forms, shall be received, either by the CEO(s) or representative thereof, by 4 p.m. on the last business day prior to one week before the election date.
- c) If nominations or a partial list of nominations are not complete by the nomination deadline then the deadline may be extended until the Electoral Board decides to close nominations.

Section 6: Rules for Elections, By-Elections and Referenda

- a) Additional rules for elections, by-elections and referenda shall be established by the GSA Constitution.
- b) CEOs shall be responsible for interpreting the rules as established by the GSA Constitution and By-Laws.
- c) CEOs shall be responsible for deciding on any charge of campaign impropriety, and where a violation is deemed to exist, may take the following actions:
 - i. levy a fine or penalty against a candidate or campaign committee.
 - ii. disqualify a candidate or campaign committee from the election.
 - iii. declare the election or referendum results to be void.
- d) *Procedure if a Challenge*
 If there are any electoral grievances, the following procedure will be followed:
 - i. a verbal or written complaint can be registered by a candidate to the Chief Electoral Officer
 - ii. if no satisfactory resolution emerges, then a written complaint can be submitted to the CEO, which will be forwarded to the Electoral Board
 - iii. the Electoral Board will reach a decision
- e) Violation of three or more subsections of Bylaw #10 will result in automatic disqualification of the candidate.
- f) Should a candidate or campaign committee have a grievance against a (the) CEO(s), such a grievance can be taken to the GSA Electoral Board, which shall have the power to determine if one or both of the CEOs was in violation of the GSA Constitution or By-Laws. If a (the) CEO(s) is (are) found to be in violation then Council shall have the power to:
 - i. instruct the CEOs on how to remedy the grievance.
 - ii. remove one or both of the CEOs from their position.
 - iii. withhold CEO payment.
 - iv. declare the referendum or the election of the grieved position void.
 - v. Should it be determined that one or more of the CEOs must be removed from the

position, the GSA Electoral Board has the authority to hire replacement CEOs or to appoint a GSA Electoral Board member to the position.

g) *Spending Limits*

- i. No candidate can spend more than \$80.00 dollars on campaigning.
- ii. The GSA may reimburse the candidate up to 50% of the spending costs of their campaign.
- iii. All candidates must submit any campaign-related receipts to the Chief Electoral Officer(s) (CEO(s)) on or before the given deadline.

h) *Campaigning*

- i. No candidate may destroy another candidate's posters.
 - ii. Candidates may only place posters in areas designated by the GSA.
 - iii. No campaign material can be larger than 11 by 17 inches.
 - iv. Posters which are within 50 feet of each designated polling station will be removed on the day(s) of the election.
 - v. A candidate may submit four copies of one poster(s) to the CEO(s) on or before the given deadline to be placed at each voting station on the day of the election.
 - vi. A candidate is responsible for removing all of their posters 48 hours after the election has been completed.
 - vii. Campaigning can only begin on the given deadline
 - viii. Posters can only go up once campaigning begins
- ix. All campaigning must comply with equity rules set out in Article 2.2 of the GSA Constitution.

i) *Electronic Campaigning*

- i. Only the CEOs may send electronic communications through official Carleton University maintained and official GSA maintained email lists.
- ii. Private email contacts are not subject to regulation by the CEO(s).
- iii. Candidates and their supporters are allowed to campaign online but are prohibited from using paid advertisements.

j) *Material Approval Process*

- i. All physical materials that are used by candidates for their campaign must be approved by the Chief Electoral Officer(s) on or before the given deadline.
- ii. No material can be used unless it has been approved.

k) *Penalty Procedure*

If any candidate is found to be in violation of the election rules as set out in Bylaw #10 of the GSA Bylaws, the procedure below will be followed:

- i. Violation(s) will result in the removal and/or prohibition of materials as well as one of three possible outcomes determined by the CEO(s) in Bylaw 10 Section 6c.